

ATLANTA BALLET

GENNADI NEDVIGIN • ARTISTIC DIRECTOR

Ballet Boutique Coordinator Atlanta Ballet

Atlanta Ballet, one of the premier dance companies in the country and the official State Ballet of Georgia, is seeking candidates for the position of **Boutique Coordinator**. Atlanta Ballet produces new works and classical favorites by both emerging and established international choreographers.

Founded in 1996, Atlanta Ballet Centre for Dance Education provides an opportunity for everyone in the community, no matter their age or experience, to discover the joys of dance. The Centre instills confidence and self-awareness that will help anyone achieve their goals and dreams. Since its founding, the Atlanta Ballet Centre for Dance Education has become one of the top dance education facilities in the country and continues to set a high standard for excellence.

The Atlanta Ballet Boutique has been serving the local dance community and helping fund Atlanta Ballet for more than 20 years. We are a full-line dancewear store for the student and professional dancer with two Atlanta locations — Midtown and Buckhead. We are the exclusive retailer of all required Atlanta Ballet Centre for Dance Education uniform leotards and men's apparel.

Boutique Coordinators support the daily management of the Midtown & Buckhead boutiques and report to the Boutique General Manager. This is a public contact position.

Full- and part-time positions available.

Duties and responsibilities include, but are not limited to:

Responsible for transacting sales at both Boutiques (or other locations as needed) during business hours, maintaining proper stock levels and merchandising.

Midtown/Buckhead Boutiques:

- Handle customer purchases, exchanges and inquiries.
- Maintain all store equipment and supplies; maintain store appearance for tidiness and stock levels.
- Create visual displays and window displays in the Boutique locations.
- Assist in weekly inventory of all dancewear items as requested by General Manager.
- Complete register closeouts, review for accuracy, and deliver to General Manager.
- Assist with pricing and receiving as requested.
- Stay current on all NCR Silver, and theatre credit card machine functions.
- Assist with the delivery of all online sales.

Theatre Boutique:

- Handle customer purchases, exchanges and inquiries.
- Set up and maintain booth displays as needed
- Maintain stock levels as needed

- Act as an ambassador for Atlanta Ballet and Atlanta Ballet Centre for Dance Education working with volunteers

Fiscal responsibilities:

Adhere to Atlanta Ballet's credit card handling policies and procedures and ensure that all transactions are properly executed. Support and enforce all store policies.

Qualifications:

Previous retail experience preferred with dancewear being a plus. Excellent customer service and communication skills with a keen attention to detail is required, as is stellar record keeping and inventory management. The ability to work collaboratively, yet independently is very important.

Additional Notes:

- Experience with NCR Silver a plus. Not required.
- Boutique hours vary. Must be available to work day, evening and weekend hours.

Compensation:

Range of pay between \$13 - \$17 per hour.

Applications and Inquiries:

Please contact boutiquebuyer@atlantaballet.com for inquiries and to submit a cover letter and resume for consideration.

Atlanta Ballet's diversity, equity, and inclusion goals are to more fully reflect the diversity of its community; for performances to attract and resonate with Atlanta's diverse communities; for everyone who works at Atlanta Ballet to feel valued for the contributions and competencies; and for everyone in the Atlanta Ballet community to have a sense of belonging, regardless of race, color, gender, age, ethnicity, socioeconomic background, religion or sexual orientation.