



POSITION: School Director

SALARY: *Exempt*, commensurate with experience

STATUS: NON-VARIABLE-requiring hours of service that would average at least 32 hours of service per week (Full Time)

SCHEDULE: Full time, includes evenings and weekends

MISSION STATEMENT: Springfield Ballet, Inc. is a not-for-profit organization dedicated to advancing the art of ballet through premier education, performance, outreach and collaboration.

CORE VALUES: Commitment, Professionalism, Knowledge, Respect, Excellence, Confidence, Discipline

JOB SUMMARY: The School Director oversees the programming of the school (focused on the lower division), supports the artistic aspects of the productions and outreach programming. The School Director works closely with the Artistic Director, the Executive Director, as well as the Office Manager and the Bookkeeper. The School Director helps oversee and is supported by the Outreach Programs Coordinator and the school faculty.

EXPERIENCE: 4+ years dance instructor experience preferred, nonprofit industry experience preferred, professional performance experience preferred.

EDUCATION: Bachelor's degree or professional equivalency required

TECHNICAL SKILLS: Knowledge of Microsoft Office programs and Google docs. Ability to operate and maintain a personal computer and telephone system and maintain email communications. Ability to learn and operate school software and maintain/update website.

WORK ENVIRONMENT: Must be willing and able to adapt to change in a dynamic work environment with moderate noise level. Must demonstrate pleasant demeanor when working with varied constituencies and personalities, including working as a part of a team-oriented work environment. Individual should be creative, outgoing, self-motivated, organized, and pay attention to detail. Strong time-management and communication skills required. Must be able to manage multiple projects simultaneously and work independently. Individual should be able to suggest strategies to improve, grow and build the organization.

ESSENTIAL JOB FUNCTIONS/SPECIFIC JOB DUTIES:

School

- Help the Artistic Director with the day-to-day operations and the long-term programming of the School. Oversee the lower division (classes, students and faculty), while also being a strong support for the upper division.
- Work with the Artistic Director, Outreach Programs Coordinator and School Faculty to maintain a pre-professional level training program and adhere to core values.
- Teach classes in both the lower division and upper division (*prefer ability to teach a variety of levels of classical ballet, having the ability to teach other forms of dance or elective classes is appreciated; specific # of teaching hours is TBD and may shift each semester*).
- Create and communicate class schedules, workshop schedules and all school policies for Fall and Winter/Spring semesters, Summer session, Summer camps/intensives.
- Work with Executive Director and Office Manager to set-up/update/implement online registration system.
- Adapt and maintain the School's syllabus for the lower division classes (Creative Movement through Ballet 2). Helps to support the Artistic Director in the syllabus for the upper division classes (Ballet 3+).
- Hire, train, and evaluate instructors, teacher assistants, and guest instructors for lower division classes.
- Develop curriculum for workshops and summer camps.
- Provide written feedback to all students at the end of the Fall and Winter/Spring semesters with the help of the faculty.
- Hold informational meetings as needed for the parents and students.
- Listen and attend to parental concerns for lower division students. Support Artistic Director with any such needs for upper division students.
- Work with Artistic Director to help with scholarship and work-study grant applications, processes and procedures; work with Board of Directors and Artistic Director to determine scholarship and work-study grant award amounts. Help Artistic Director with individual meetings with each scholarship and work-study participant to go over specific agreements and oversee responsibilities.
- Provide guidance for students to enrich in their dance development (i.e. pointe shoe fittings, cross-training options, injury prevention, nutrition, etc.).
- Help write articles for parent newsletter.
- Work to support Executive Director and Office Manager with any marketing, research, grant applications or other needs.
- Other duties as assigned.

Productions

Manage and help the Artistic Director with the artistic aspects of the season productions as well as area performances (paid or outreach). Work with the Artistic Director and the School Faculty to support the necessary artistic duties for the production, including, but not limited to the following:

- Stage ballets.
- Choreograph original works for performances with opportunities available for mixed repertoire as well as full-length narrative works.
- Manage several aspects of the production process, including, but not limited to: Help create and communicate all production policies and expectations for dancers and performers; help with informational meetings for parents and performers; help with casting the productions; help to schedule rehearsals; help to communicate the rehearsal schedules in a timely manner; help to secure guest performers as needed; help the costume designers and costume coordinators and help with the choosing, purchasing, and fitting of the costumes; help to schedule volunteers for costuming and prop needs; help to work with technical director at the theatre for set design, lighting design, and any other technical production needs; help to run a professional quality production week; help to work with Springfield Ballet Guild to ensure backstage and production volunteers are in place and know their duties; work with the Executive Director and Office Manager to provide needed marketing materials, do interviews, and support any other production needs.
- Work with the Artistic Director and Executive Director to help schedule other area and fundraising performances; help to decide on repertoire for each performance; help to choreograph and stage the repertoire; help to cast dancers; help with costuming and props as well as any needed technical elements; schedule rehearsals with help from faculty; attend the performances and support the dancer needs; work with volunteers for support; work with Executive Director and Office Manager for any marketing or performance needs;
- Other duties as assigned.

Outreach

Oversee the Outreach Programs Coordinator and any School Faculty in the artistic and school aspects of outreach programming. Work with Board of Directors and Executive Director for necessary support. Outreach programming includes, but is not limited to, Dance Chance and other Outreach classes and workshops offered to public schools, pre-schools and other non-profit organizations, children's and boys' workshops, birthday parties, and lecture demonstrations.

NON-ESSENTIAL JOB DUTIES/MARGINAL DUTIES:

- Use knowledge or reference information on anatomy & physiology to guide students if injured
- Use knowledge or reference information on psychology to help with difficult situations
- Help with social media posts
- Help to fundraise and gain sponsorships for the organization
- Research and write for grant opportunities

OTHER PHYSICAL AND/OR SPECIAL REQUIREMENTS:

- Working on computer for long periods of time.
- Sitting for long periods of time.
- Some car travel required (to events, to run errands, etc.).
- Must be able to lift up to 50lbs when moving boxes and supplies for special events.

A job description does not list the entire job duties a supervisor or manager may occasionally ask an employee to perform. An employee's evaluation is based, in part, upon their performance of tasks listed and other duties that may be assigned. Management reserves the right to revise the job description from time to time. This job description is not a contract of employment, and either the employee or the employer may terminate the job at any time for any reason. Individual will be required to perform the essential functions of this position, with or without reasonable accommodation.