



POSITION: School Principal

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 Principal oversees the programming and implementation of the lower division (all pre-school partnerships, children's classes, summer camps, workshops through Ballet Level 3) as well as supports the artistic aspects of the productions and outreach programming. The School Principal works closely with the Artistic Director, the Executive Director and the Operations Manager. The School Principal manages the lower division faculty and works in collaboration with the Outreach Programs Coordinator, both reporting to the Artistic Director. The School Principal is responsible for lower division schedule planning and for all level placements of lower division students and works closely with all School parents to support effective, open communication and services. The School Principal is responsible for training new lower division faculty and overseeing and implementing the Springfield Ballet syllabus for all lower division ages and levels. The School Principal reports directly to the Artistic Director of Springfield Ballet and works closely with the Artistic Director on a daily basis to ensure the organization's mission, values and quality of dance education is maintained and further developed.

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 and students).
- Work with the Artistic Director and School Faculty to maintain a pre-professional level training program and adhere to core values.
- Teach classes in the lower division and adult division, as needed (*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 for Fall and Winter/Spring semesters, Summer session, Summer camps/intensives, in close collaboration with the Artistic Director.
- Communicate school policies as provided by Artistic Director.
- Work with Executive Director and Operations Manager to set-up, update and implement online registration system.
- Adapt and maintain the School's lower division syllabus (Dance with Me through Ballet 3).
- Assist with hiring and training instructors, teacher assistants, and guest instructors for lower division classes.
- Develop curriculum for summer camps and Junior Intensive.
- Provide written feedback to all lower division students at the end of the Fall and Winter/Spring semesters with input provided by the Artistic Director and 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 Operations 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:

- Assist with staging ballets.
- Assist with choreographing 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 Operations 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 Operations Manager for any marketing or performance needs;
- Other duties as assigned.

Outreach

Participates in Springfield Ballet Outreach Programs, as scheduled and as approved by the Artistic Director. Work with the Outreach Programs Coordinator and School Faculty in the artistic and school aspects of outreach programming as needed. 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

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.