



Hiring Company Name: Texas Ballet Theater

Position Title: Advanced Ballet Instructor & Dallas Ensemble Coordinator, 40 hours Exempt

Reports To: Dallas School Principal

Location: Richardson, TX

### **Organization Overview**

The mission of Texas Ballet Theater (TBT) is to create, present and tour world-class ballet, from classical to cutting-edge, and promote its appreciation, accessibility, and technical mastery among students, pre-professionals, and audiences of all ages. We are honored to be the only arts organization to serve as a resident company for leading performance venues in Dallas and Fort Worth –Winspear Opera House and Bass Performance Hall. Our internationally recognized Company is built on a rich 60-year history and boasts a repertoire that is creative, artistically expressive, and collaborative.

Texas Ballet Theater is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Texas Ballet Theater is committed to equality and social justice. We commit to a safe space for LGBTQ Communities.

### **What We Have to Offer You**

- Benefit package which includes health insurance, time off benefits and matching 403B (within allowable limits).
- A respected and successful company.
- Being a part of the arts while investing in the Fort Worth and Dallas communities.
- A leadership team dedicated to students and dancers, and to achieving the mission.
- This position is exempt.

### **About Your Manager**

- Reports to the Dallas School Principal
- Sets high standards
- Will participate in setting curriculum and programming
- Passion for Ballet and training the next generation of artists, athletes, and aficionados.

### **Position Description**

Texas Ballet Theater School (TBTS) Advanced Ballet Instructor & Dallas Ensemble Coordinator serves as one of the main Upper School instructors, as well as choreographers, coaches, and coordinates the Dallas Ensemble. The position serves as a direct contact for Ensemble participants, as well as parents desiring coaching and guidance in their child's

pursuit of a professional dance career. A list of responsibilities are listed below, but may vary based on the supervision of the Dallas School Principal and the Director of Schools. Position requires day time hours, evening hours and Saturdays depending on teaching rehearsal schedules.

**Essential Duties and Responsibilities include, but are not limited to:**

- Teach 22-26 hours of classes / rehearsals per week during regular school year.
  - Classes include, but are not limited to:
    - Ballet & Pointe Classes for Pre-Advanced, Advanced 1-3, Professional Training Division
    - Variations classes as assigned
    - Ensemble rehearsals
- Set classical choreography as assigned on Dallas Ensemble & Professional Training Division.
- Choreograph for assigned classes, including coaching for YAGP and other competitions.
- Rehearse scenes for *Ben Stevenson's The Nutcracker* as assigned.
- Teach during the Summer Intensives in both Dallas and Fort Worth programs as assigned.
- Participate in oral and written evaluations with students and/or parents.
- Remaining weekly hours are administrative in nature such as:
  - Work closely with School Coordinator on needs for the Dallas Ensemble, including, but not limited to:
    - Weekly rehearsal schedule, including notifications for parents and students
    - Costume fittings and ordering
    - Music selections and edits
    - Registration for performances, competitions, and events
- Remaining weekly hours are administrative in nature rehearsal scheduling, notifications<sup>20</sup>
- Availability to work events, performances, shows, auditions etc.
- Knowledge of Microsoft Office Suite, Excel and Word skills. Familiarity with JackRabbit is a plus along with a willingness to learn new programs.

**Qualifications/required skills:**

- Experience as an Advanced Ballet Instructor in a ballet company or school. Experience as a member of an artistic team/staff in a large ballet company preferred.
- Pleasant demeanor, both in speech and attitude, with customers, parents, students, co-workers.
- Administration experience a plus.
- Demonstrated capability and maturity to protect confidential information and build trust and rapport with parents, students and staff.
- Display organizational values by keeping commitments, upholding organizational morals and values.
- Proactive style, able to move forward and implement decisions even when obstacles are encountered.
- Dynamic, energetic, creative and socially adept with demonstrated leadership skills.

Please submit resumes and cover letter to [humanresources@texasballet.org](mailto:humanresources@texasballet.org)