



# Texas Ballet Theater

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Hiring Company Name: Texas Ballet Theater

Position Title: School Principal, 40 hours, Exempt.

Reports To: Administrative Director of Schools and Artistic Director

Location: Dallas, 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 are committed to creating an inclusive, welcoming, and respectful environment for all employees.

## 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.

## About Your Manager

- Sets high standards.
- Fact Oriented
- Resolute, driven to accomplish tasks.
- Passion for Ballet and training the next generation of artists, athletes, and aficionados.

## Position Description

Texas Ballet Theater School (TBTS) offers dance programs in Dallas and Fort Worth with classes that range from beginner ballet to elite professional training. Our curriculum is designed to nurture aspiring artists by strengthening their technical dancing skills, creating a life-long appreciation for ballet, and helping develop critical life skills like confidence, discipline, and creativity, which enrich their lives long after classes have concluded. This position involves coordinating and overseeing all operational and physical assets of our Preston Center campus as it enters its second full year of operation. This position serves, alongside, 3 other Principals as critical

members of our school leadership and will oversee programming and future growth of the school. The Principal will have a passion for and deep understanding of classical ballet and its role in a well-rounded dance education. As the school continues to grow, the Principal will be teaching lower-level and upper-level students as the curriculum and faculty grow teaching hours will evolve. Our schools are dynamic, energetic, and creative holding multiple performances showcasing student skills as well as hosting and supporting ballet and dance competitions. This position will demonstrate leadership and vision to oversee the artistic and administrative operations. This position will build a strong community of students and families.

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

- Teach in the school 18-22 hours of classes. Remaining hours administrative. Teaching hours will evolve as faculty are hired.
- Develop and manage annual budgets with the Administrative Director of Schools.
- Build the foundation of the school based on TBTS standards.
- Manage faculty through effective hiring and evaluation meeting program needs.
- Build class schedules and ensure all classes are led with qualified teachers who meet the TBTS standard; arrange substitutes as needed.
- Schedule and lead faculty and syllabus meetings
- Attend leadership meetings when requested.
- Ensure curriculum standards set by the Artistic Director are met by all faculty.
- Assist the TBT team in developing ideas and content for marketing TBTS and YAGP programs. Work with the Marketing team to keep website content current.
- Create innovative strategies to develop new programs that drive student recruitment, community engagement, and the school's overall enrollment growth.
- Build and oversee student and teacher evaluations to ensure program quality and student retention.
- Support faculty with parent communications.
- Lead school orientation and parent meetings, oversee student evaluations, and conduct placement for new students.
- Participates in the annual TBT Summer Intensive Audition Tour. Adjudicates and or/teaches. You may be requested to travel to the audition site.
- TBT Summer Intensive faculty member.
- In-studio, community, and year-end performances including choreography, planning, scheduling, dress rehearsals, and approval of costume and music selections.
- Assist with company Nutcracker auditions and rehearsals.

**Qualifications/required skills:**

- 5+ years of experience in teaching dance with a focus on ballet.
- Professional Dance experience is a priority.
- 2-5 years of experience in training and managing faculty, working with a curriculum, and executing a syllabus.
- Demonstrated leadership skills in managing faculty and classroom management skills.
- RAD Foundation preferred.
- A college degree is encouraged but not required.
- Experience in ballet competitions is preferred.
- Clear pedagogical philosophy and goals,
- Proficiency in Microsoft Office suites is required.
- Ability to edit and prepare music files.
- Ability to choreograph.

## **Attributes Needed to Be Successful**

**Leadership:** Ability to foster a collaborative and proactive work environment.

**Problem-Solving:** Strong analytical and critical-thinking skills to assess complex issues and devise effective solutions. Proactive style, able to move forward and implement decisions even when obstacles are encountered.

**Communication:** Excellent verbal and written communication and interpersonal skills to interact with internal teams, external teams, families, students, faculty, vendors, and other stakeholders. Demonstrated capability and maturity to protect confidential information and build trust and rapport with parents, students, and staff.

**Organizational Skills:** Exceptional organizational abilities to manage multiple tasks, projects, and priorities simultaneously while keeping commitments.

**Attention to Detail:** Meticulous approach to maintaining accurate records, managing budgets, ensuring TBTS standards are met, and full compliance with safety regulations.

**Adaptability:** Flexibility to adapt to changing circumstances, priorities, and emergent situations in a dynamic environment.

**Represent TBT with integrity, credibility, and curiosity.**

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