



POSITION: Artistic 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 Artistic Director oversees the artistic aspects of the productions and helps to oversee the programming of the school (focused on the upper division) and outreach programming. The Artistic Director works closely with the School Director, the Executive Director, as well as the Office Manager and the Bookkeeper. The Artistic Director oversees production faculty and staff and helps to oversee the school faculty.

EXPERIENCE: 4+ years dance instructor experience, 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 as needed.

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 able to 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:

Productions

- Oversee the artistic aspects of the season productions as well as area performances (paid or outreach).
- Work with the Board of Directors to decide on mainstage season productions.
- Work with School Director, Executive Director and Outreach Programs Coordinator to schedule all area tour, outreach and fundraising performances.
- Work closely with the School Director and School Faculty to delegate and support necessary artistic duties for the productions and performances, including, but not limited to the following:
 - Choreograph and stage ballets and/or hire choreographers (guest choreographers and faculty choreographers).
 - Help with music decisions for productions.
 - Hire, train, and evaluate rehearsal assistants.
 - Create and communicate all production policies and expectations for dancers and performers
 - Hold open auditions, inviting area schools to participate, for each main production.
 - Hold informational meetings for parents and performers.
 - Cast the productions and/or work with the choreographers to cast the production.
 - Schedule rehearsals and/or work with choreographers and rehearsal assistants to schedule rehearsals; communicate the rehearsal schedules in a timely manner; run rehearsals with the support of the hired choreographers and rehearsal assistants.
 - Hire costume designers and coordinators and help with choosing, purchasing, and the fitting of costumes; support costume designers' and costumer coordinators' needs and help secure volunteer help if necessary.
 - Work with technical directors at the theatre for all set design, lighting design, and any other technical production needs.
 - Work with choreographer, technical director, and/or volunteers for any needed props.
 - Run a professional quality production week. Attend the performances and support the dancer needs.
 - Work with Springfield Ballet Guild and other volunteers 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.
 - Other duties as assigned.

School

- Help the School Director with the day-to-day operations and the long-term programming of the School. Oversee the upper division (classes, students and faculty).
- Report to the Board of Directors and seek support when needed.
- Work with School Director, Outreach Programs Coordinator and School Faculty to maintain a pre-professional level training program and adhere to core values.

- Teach classes in the upper division and potentially the lower division as needed (*preference 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*).
- Helps support the School Director in creating and communicating class schedules, workshop schedules and all school policies for Fall and Winter/Spring semesters, Summer session, Summer camps/intensives.
- Adapt and maintain the School's syllabus for the upper division classes (Ballet 3+) and supports the School Director in the syllabus of the lower division classes (Creative Movement through Ballet 2).
- Hire, train, and evaluate instructors, teacher assistants, and guest instructors for upper division classes.
- Develop curriculum for workshops and summer intensives.
- Provide written feedback to all students at the end of the Fall and Winter/Spring semesters with the help of the faculty. Hold conferences with upper division students and parents once per year.
- Listen and attend to parental concerns for upper division students. Support School Director with any such needs for upper division students.
- Create and communicate scholarship and work-study grant applications, processes and procedures; schedule scholarship and work-study grant auditions for each awarding session; work with Board of Directors to determine scholarship and work-study grant award amounts; hold individual meetings with each scholarship and work-study participant to go over specific agreements and oversee responsibilities.
- Provide college/career counseling for students including counseling on national summer intensive programs.
- 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.
- Oversee faculty who manage Young Choreographers Showcase; be available to be mentor/advisor for students in Young Choreographers Showcase.
- Work to support Executive Director and Office Manager with any marketing, research, grant applications or other needs.
- Other duties as assigned.

Outreach

Work with the School Director and Executive Director to help with the outreach programming as needed. Work with Board of Directors and Executive Director for necessary support. The Artistic Director focuses on helping with and overseeing outreach efforts in which upper division dancers may be involved, including, but not limited to, lecture demonstrations (at schools or senior centers), area performances, field trips at the Springfield Art Museum (5th grade tours and Placeworks), Moxie Cinema collaborations and Young Choreographers Showcase.

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.