



**Ballet Arts Foundation
dba Ballet Tucson and the School of Ballet Tucson**

**Job Description
DIRECTOR, THE SCHOOL OF BALLET TUCSON**

Job Title: Director, The School of Ballet Tucson

Job Location: Tucson AZ, On-site

Reports to: Board of Directors

Classification: Full-time, exempt

Compensation: \$60,000 - \$70,000 DOE

Health insurance provided

Three-week paid vacation

Ballet Arts Foundation is the legal name of the 501 (c) (3) not-for-profit corporation that serves as the umbrella organization under which Ballet Tucson (BT), the professional dance company and the School of Ballet Tucson (SBT), Ballet Tucson's professional training program, operate.

About Ballet Tucson: Ballet Tucson (BT) was established in 1986 by Mary Beth Cabana to create a world-class professional ballet company and school in Southern Arizona. In the spring of 2022 Margaret Mullin, a Tucson native, was named Artistic Director alongside Chieko Imada, BT's Associate Artistic Director and Resident Choreographer. BT's professional dancers perform five unique concerts annually which include beloved classics like *The Nutcracker* in Partnership with the Tucson Symphony Orchestra and innovative works by acclaimed choreographers like Justin Peck, George Balanchine and Christopher Wheeldon.

About the School of Ballet Tucson: The School of Ballet Tucson (SBT) provides the opportunity for students of all ages to receive the highest caliber of dance training from accomplished faculty while developing a deep love for the art form and as a means for greater self-expression. SBT offers nine levels of ballet classes for children (beginning at age three) to young adults (through age 19) and aspiring professional dancers. Adult classes are also offered. Additional classes include pointe technique, classical variations, jazz, modern, lyrical, tap, Bollywood, and hip-hop. SBT hosts three summer programs that serve a variety of ages; Kids Camp for young children, Adult Summer Workshop for teens and adults, and a Summer Workshop for intermediate and advanced students in collaboration with the University of Arizona School of Dance.

BT and SBT are committed to building community around the art of dance through outreach and education initiatives including the Best Foot Forward arts education classes for TUSD Title 1 schools, KidzTIX, which provides free performance tickets to students TUSD Title 1 schools throughout the Tucson, and the Ballet Banter lecture series. BT is also proud to offer free Pop-Up Performances and Community Dance Classes in collaboration with local treasures

including the Tucson Museum of Art, Tucson Pops Orchestra, La Encantada, Children's Museum Tucson and more.

Reporting Structure: Reports to the Board of Directors. The Director of SBT has a wide latitude of autonomy in the day-to-day operations of SBT. Establishing policies and procedures for the School should be done in collaboration with the Executive Director and the Artistic Director and Associate Artistic Director of BT.

Primary Responsibilities: The Director of SBT collaborates with leaders of BT in representing Ballet Arts Foundation dba Ballet Tucson and the School of Ballet Tucson to the Tucson and Southern Arizona communities. BT and SBT strive to be among the Four Pillars of the local performing arts community including the Tucson Symphony Orchestra, Arizona Theatre Company and Arizona Opera. The Director will become a known leader in the arts community and represent BT and SBT at community events where the performing arts are featured. With the Executive Director, Artistic Director and Associate Artistic Director, the Director of SBT is the ambassador for SBT in the Tucson community.

Leadership and Vision

- Lead the strategic direction and overall management of SBT.
- Collaborate with the Artistic Director and Associate Artistic Director to align the school's artistic vision with the mission, vision, and goals of BT.
- Ensure a high standard of dance education, with a strong emphasis on classical ballet, while incorporating other dance styles.
- Ensure that all communications, strategies, and actions support, protect and nurture the BT brand.
- Serve as part of the Leadership Team in matters that have an impact on SBT and its operations.
- Be available to represent BT and SBT at community events as the leader of SBT.

School Development and Curriculum Oversight

- Teach a variety of class levels within SBT on a weekly basis. Act as a stager and coach for children's repertory for SBT performances and BT performances as requested by the Artistic Director and Associate Artistic Director.
- Define, develop, and implement a teaching syllabus and methodology in consultation with the Artistic Director and Associate Artistic Director that compliment the artistic vision of BT, technical standards of ballet, and honors best practices.
- Plan, implement, and oversee the programmatic structure for all school training programs, including the Summer Workshop, Kids Dance Camp and Adult Summer Workshop.
- Identify and implement new programs or classes that will further enhance the school's offerings, attract a diverse student population, and increase revenue.
- Ensure that the school's programs support a student's progression, from beginner levels to the professional track.
- Take an active role in developing the SBT Esprit de Corps parent volunteer group.

Faculty and Staff Management

- Recruit, hire, and manage a skilled team of faculty members, supporting them through training, mentorship, evaluation, and the development of faculty resources.
- Manage contracting for all faculty in collaboration with the Executive Director.
- Meet regularly with faculty for planning, discussion of issues, offering guidance, and communicating upcoming events.

- Offer feedback to support the growth of faculty and staff.
- Maintain regular, open communication with SBT Administrator.
- Maintain regular, open communication with SBT faculty and staff to ensure there is consistency and alignment with all policies and procedures.
- Adhere to the highest level of professionalism as the leader of SBT and establish appropriate relationships with staff, parents/guardians, and students. Guide faculty in establishing proper boundaries with students and parents/guardians. Consult BT's HR consultant when needed.
- Deliver schedules to faculty in a timely manner.

Student Development

- Lead student recruitment efforts and practices that expand the student body and advance the caliber of the school as well as the organization's commitment to diversity and inclusion and a nurturing learning environment.
- Oversee the evaluation of new and current students and work with school faculty to guide level placements.
- Assists faculty with student issues, facility needs, and artistic concerns.
- Steward communication between students, parents, faculty, and staff with a high level of integrity and serve as a spokesperson for the school.
- Interface with faculty to provide biannual student evaluations, which may include in-person meetings with parents and students.

Operations and Programming

- Ensure the school observes and operates within organizational policies.
- Keep up to date with industry practices and collaborate with BT leadership to identify updates to policies.
- Maintain regular, transparent communication with the Executive Director, Artistic Director and Associate Artistic Director, Rehearsal Director, Production Manager and Wardrobe Manager.
- Attend organizational staff and leadership meetings, in addition to board meetings.
- Work with the SBT Administrator, Executive Director, Artistic Director and Associate Artistic Director to develop and produce essential resources for SBT including but not limited to schedules, policies, procedures, syllabus, class sizes, levels, class pricing, performance and event programming, and database.
- Collaborate and coordinate with the Artistic Director, Marketing Manager and Graphic Designer to produce necessary marketing content and materials (posters, flyers, etc.). Schedule and oversee necessary photo and video shoots with the Marketing Manager.
- Oversee all school performances and events in collaboration with the Artistic Director and Associate Artistic Director.
- Create and manage casting, repertoire, staging, rehearsals, and performances of SBT students in school productions in collaboration with School Administrator, faculty, the Artistic Director and Associate Artistic Director and Production Manager.
- Assist with casting, repertoire, staging, rehearsals, and performances of SBT students in school productions and BT productions.
- Work with the Artistic Director and Associate Artistic Director to expand the school's outreach through community performances and educational opportunities.

Budget and Fundraising

- Continually seek opportunities to increase revenue generation and enrollment.
- Continually seek to achieve the greatest possible cost efficiency and the most effective use of the expense budget.

- Collaborate with SBT Administrator, Executive Director and Associate Artistic Director to create and manage the school's budget, including but not limited to tuition rates, scholarships, and operational expenses.
- Collaborate with the Artistic Director, Executive Director and other necessary staff based on department to contribute necessary information for the annual organizational budget.
- Work with SBT Administrator to provide regular financial reports to the Executive Director and Board.
- Adhere to budget guidelines and course correct as necessary to achieve financial goals.
- Collaborate with the Executive Director to identify and pursue fundraising opportunities to support the school operations and scholarships.
- Assist with pertinent grant application and fundraising content as requested by the Executive Director

Qualifications and Experience:

- Professional career in dance.
- At least six years of teaching experience and experience teaching students of a variety of ages and skill levels.
- Experience interfacing with parents and guardians.
- At least 2 years of leadership and/or management experience for a school and/or performing arts organization.
- Mentorship experience and ability to clearly communicate feedback and expectations to staff, faculty, and students.
- Comfortable creating, in collaboration with the Board, managing and adhering to a budget.
- Must possess excellent organizational skills.
- Must be a strong collaborator and team-player.
- Work to resolve conflicts or concerns promptly.
- Excellent verbal and written communication skills.
- Must possess strong project management skills including planning, organizing, prioritizing, implementing, and evaluating.
- Must be understanding of student needs and challenges
- Choreographic Staging experience preferred.
- Google Suite proficient.
- Microsoft Office Suite proficient.
- Able and open to learning new skills.

Physical demands and working conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential Functions.

- Individuals will need to sit, stand, walk, run, dance and climb stairs as needed.
- Will require walking primarily on a level surface for intermittent periods throughout the day.
- Frequently required to reach with hands and arms, including reaching above shoulder height, below the waist or lifting as required to file documents or store materials throughout the work day. Proper lifting techniques required.
- May include lifting, carrying or moving up to 25 pounds.
- Use hands to finger, handle, or feel; and requires ability to speak or hear.

- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- The noise level in the work environment is usually moderate but may increase in rehearsal or theatrical settings.

Ballet Tucson is an equal opportunity employer.

Application Process:

Please submit a letter detailing how your experience makes you qualified for this position and why you wish to become the Director of SBT, in addition to your professional resumé and two references to:

School of Ballet Tucson
Search Committee
200 South Tucson BLVD
Tucson AZ 85716

Or, electronically to: margaretmullin@ballettucson.org