

OREGON **BALLET** THEATRE

Title: School Director
Department: Oregon Ballet Theatre School
Position Status: Full Time, Exempt
Effective Date: Upon Hire

General Description:

The School Director is responsible for the overall management and success of the Oregon Ballet Theatre School and all its locations. The School currently operates at two locations in Portland and West Linn. The School Director reports to both the Artistic Director (AD) and Executive Director (ED). The position is multi-faceted with wide range of responsibilities and requires coordination with all Oregon Ballet Theatre (OBT) internal departments and relevant external organizations. The Director must be able to shift from management responsibilities to serving as an instructor, performer, and public speaker. The Director helps to develop policies and objectives for the school program. The Director supervises school administrative staff, and part-time school instructors and accompanists.

Essential Duties and Responsibilities:

- Ability to design, plan, and direct ballet education programs using specific, sequential curricula
- Collaborate with the executive leadership in establishing school policies, calendar, class schedule, and syllabus
- Skill in teaching ballet classes at all levels and knowledge of ballet pedagogy. Hire, train, and evaluate instructors and accompanists; teach company class as needed
- Evaluate students and prepare progress reports. Determine school level placements with the assistance of the faculty. Meet with students and parents as needed and work with the parents' association
- Ability to develop and monitor an annual budget
- Produce the annual school performance
- Oversee school scholarship and wellness programs. Prepare regular reports for the School and Outreach Committee and OBT Board
- Serve as spokesperson for the school and OBT

Qualifications for Success:

- The ideal candidate will be a dedicated pedagogue with a proven track record of training ballet dancers from a young age and placing them as apprentices, company members, or in top schools; shall have a thorough knowledge of and commitment to the forms and techniques of classical ballet; shall have established contacts in the national community of schools and companies; and shall be a strong and inspiring presence in the studio with an ability to motivate students to excellence.
- Dynamic individual who is goal oriented, adaptable to change, minimal supervision, and has excellent communication, collaboration, and problem solving skills.
- Strong attention to detail and accuracy, ability to organize information and prioritize work in a fast-paced environment.
- Demonstrated experience in team building and working with all levels of staff to accomplish tasks and meet deadlines.
- Excellent work ethic, relationship oriented, and understands how to balance demands of job.
- Proficient in use of Microsoft Office suite.

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Education and Other Requirements:

- Bachelor's Degree or equivalent
- 10 + years of ballet training with professional experience at the soloist level or above with a national or regional company
- 5 + years' experience teaching ballet
- Experience managing a ballet school and/or supervising other instructors in a ballet program

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Oregon Ballet Theatre does not tolerate sexual harassment of any employee by another employee, supervisor, vendor, or customer for any reason.