



**Position Description  
May 2022**

**Title:** School Director

**Department:** School

**Status:** Exempt; Full-Time; Benefits-Eligible; Senior Management

**Position Overview:**

Oregon Ballet Theatre (OBT) School is recognized nationally for excellence in classical ballet training. The School Director is responsible for managing and growing OBT's robust and well-established program of over 300 beginning, professional, and adult students. Reporting to the Artistic Director and Executive Director, the School Director designs, plans, and implements ballet education, develops policies and programs that produce well trained and well-rounded students, and manages and mentors instructors, accompanists, and administrative staff.

The School Director is responsible to ensure that OBT meets the following goals: 1) our School has a clear identity and is known for excellence in classical ballet; 2) our training produces better equipped and more well-rounded students; 3) our students, instructors and instruction are inclusive and culturally responsive; and 4) our School grows in size and scope, and generates net gain.

The School Director is a member of OBT's senior management team, participating in decision-making for the organization and providing exemplary leadership. In turn, this position requires collaboration with many OBT internal departments and some external organizations.

The School Director serves as a representative of OBT with students, their families, and other stakeholders, and is 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. They have a thorough knowledge and commitment to the forms and techniques of classical ballet; established contacts in the national community of schools and companies; and a strong and inspiring presence in the studio, with an ability to motivate students to excellence.

This position directly supports OBT's mission and reflects the organization's core values and highest ethical standards.

**Essential Functions:**

- Ensure consistent excellence of instruction by instructors
- Ensure excellent customer service to families and students
- Provide an affirming, supportive developmental experience for students

- Grow the School, including enrollment and revenue
- Expand School offerings and increase diversity of training
- Diversify School enrollment, including students of color
- Partner and collaborate with all OBT departments to support OBT-wide goals
- Partner with Development to support fundraising for the School
- Develop and monitor the annual school budget, and produce net income annually
- Establish the school policies, calendar, class schedule, and syllabus
- Produce the annual school performance
- Teach company class as needed
- Hire, train, and evaluate instructors and accompanists
- Evaluate students and prepare progress reports
- Determine school level placements with the assistance of the faculty
- Prepare OBT School for certifications
- Oversee the school scholarship program
- Oversee the school wellness program
- Communicate regularly and effectively with parents and students
- Serve as an ambassador for the School and OBT

**Experience and Skills:**

- Respect for children and understanding of human development
- 10 + years of ballet training with professional experience at the soloist level or above with a national, regional or international company
- 5 + years experience teaching ballet
- Experience managing a ballet school and supervising other instructors in a ballet program
- Ability to design, plan, and direct ballet education programs using specific, sequential curricula
- Knowledge of ballet pedagogy
- Skill in teaching ballet at all levels
- Ability to evaluate student progress

- Financial acumen, including ability to develop and monitor an annual budget
- HR acumen, including managerial and supervisory experience
- Ability to work as a collaborative team player
- Exceptional interpersonal skills and a high degree of professionalism and emotional maturity
- Ability to influence, build consensus and productively engage with staff, students, and families
- Commitment to advancing racial diversity, equity, and inclusion
- Experience engaging and partnering with people of color, including Black, Latinx, Indigenous, Asian, and other communities

**Equity:**

OBT is committed to a diverse, racially and culturally-inclusive, and equitable workplace in which differences broaden our awareness, enrich our daily experiences, and contribute to our collective strength. We seek to understand, acknowledge, and mitigate inequities in ballet in general, and at OBT specifically.

**Our Culture:**

Across our organization, OBT is committed to creating a culture characterized by the following: Kind. Positive. Solution-Oriented. Gratitude. Candid. Forgiving. Learning. Trust. Teamwork. Diverse, Equitable, and Inclusive. Disagree well. Compassionate. Ambassadors. Accountable.

**Accommodations:**

As part of our commitment to equity, OBT will make reasonable accommodations to enable individuals who are differently-abled to perform the primary responsibilities for the job.

**Security Clearance:**

OBT conducts background checks after a conditional offer of employment is made. A background check finding does not automatically preclude employment. OBT reviews results of each background check individually and assesses them on a case-by-case basis for context and relevance to the job.

**Working Conditions:**

This job operates in a shared professional work space which includes rehearsal studios, as well as in large public theaters during performances. School staff and students must be vaccinated, including boosters, as eligible.

**Work Schedule:**

This is a full-time 40-hour per week position that regularly requires extended hours and weekend work. Flexible scheduling of work hours is an option.

**Compensation:**

This position starts at \$85,000-\$90,000 annually. Benefits include: employer-paid medical, dental, and vision insurance; life insurance; and 23 days off annually (15 days PTO and 8 holidays). In addition, employees may elect and self-fund the following benefits: 403(b) retirement plans; short-term and/or long-term disability insurance; flexible spending account for health-related expenses and/or childcare; and additional life insurance.