



Position Description April 2023

Title: OBT2 program Director and Principal School Instructor
Department: Oregon Ballet Theatre School
Position Status: Regular Full-time, Salaried, Exempt, Benefits Eligible
Salary: \$65,000 – \$70,000 annually, 43 Weeks Annually
Effective Date: June 1, 2023

Position Overview:

The OBT2 Program Director and Principal School Instructor is the main point of contact for the OBT2 Program (preprofessional dancers) and enables a bridge between Oregon Ballet Theatre's professional dance company and the school. The role shall share responsibilities with the school Director as the primary teacher and mentor to all OBT2 dancers, plan and execute rehearsals, and will represent the OBT2 dancers as its leader and accompany OBT2 at all events and/or performances.

This position reports to the school Director for all day-to-day Principal School Instructor and OBT2 Program Director related content and decisions.

Essential Functions:

- Plan season repertory for OBT2 in conjunction with the Artistic Director and School Director.
- Help select OBT2 dancers during the summer intensive in collaboration with School Director and Artistic Director.
- Create men's/boys program curriculum and grow the program.
- Teach, rehearse, and mentor the dancers of OBT2 for up to 15 hours per week.
- Oversee other OBT2 teaching faculty and plan class content.
- Meet with OBT2 dancers individually 4 times a season to discuss progress and needed areas of improvement.
- Organize professional development/CV/Video/Photography for OBT2 dancers.
- Responsible for scheduling rehearsals and coordinating rehearsal schedule with Oregon Ballet Theatre's dance company.
- Communicate with School Performance & Events Coordinator to assist with the weekly schedule, tour schedule and production schedule.
- Communicate with the Marketing Department on promotion of OBT2 programming and playbills.
- Assist School Performance & Events Coordinator with bookings related to OBT2 performances and events.
- Assist SD with creating the yearly budget for OBT2.
- Communicate with OBT Wellness Coordinator about any injury or well-being concerns about the dancers.
- Present pre-performance speeches and oversee educational opportunities at performance venues.
- Teach master classes during OBT2 touring.
- Teach Intermediate and Advanced levels in the school during the annual session and summer programming up to 15 hours per week for the school. Excluding OBT2 classes and rehearsals. Classes to be assigned by the school director but to include technique, pointe, men's classes, variations, partnering and repertory.
- Support and help improve OBT's Diversity Equity and Inclusivity efforts.
- Teach Company class as requested by the Artistic Director.
- Participate in Summer auditions around the country.
- Assist during Annual session auditions.
- Participate in year-end evaluation of students.
- Be available to meet with parents on an as needed basis.
- Rehearse and choreograph pieces for the Annual School Performance as needed.



- Attend meetings as requested.
- Other duties as assigned.

Experience and Skills:

- Must be able to take initiative on projects and at times work independently.
- Willingness to conform to the curriculum preferences and needs of the school with a foundation in classical ballet training.
- Must be able to multi-task and move fluidly between the roles of this position.
- Requires a team-oriented person who understands the dynamic of working with a diverse team to achieve organizational goals.
- Positive attitude and exceptional work ethic.
- Excellent communication, collaboration, and problem-solving skills.
- A willingness to work hours necessary to get the job done, especially when deadlines cause greater than normal departmental pressures.
- Must have danced with a major classical ballet company.
- Broad knowledge of classical ballet technique and significant teaching experience of same in a professional setting.
- Experience staffing, rehearsing and coaching dancers in classical and contemporary repertory.
- Choreographic experience.
- Understanding of Microsoft Office, including Word, Excel, and PowerPoint.

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 provide reasonable accommodation 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 workspace which includes rehearsal studios, as well as in large public theaters during performances. COVID vaccinations, including boosters, as eligible are required. While performing the duties of this job, the employee is occasionally required to stand, walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; talk or hear. The employee must occasionally lift or move office products and supplies, up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Schedule:



This is a full-time, 40 hours per week position that regularly requires extended hours and weekend work. Regular days and hours of work are scheduled Monday through Friday between 9 am – 9 pm, and Saturdays 9 am – 6 pm. If working on a Saturday a day off will be given during the week to adhere to a 5-day work week. Hours will be monitored to not exceed full-time employment of 40 hours a week. Total teaching hours do not exceed 25 hours per week. Occasional weekend hours are required.

Supervisory Responsibility:

Supervise OBT2 teaching faculty.

Compensation:

The salary range for this position is \$65,000 - \$70,000 annually, depending on experience. Benefits include employer-paid medical, dental, and vision insurance; life insurance; and 25 days off annually (15 days PTO and 10 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.

Travel:

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected for OBT2 touring and summer program auditions.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.