



Position Description August 2024

Title: Primary Instructor Foundational Levels
Department: Oregon Ballet Theatre School
Position Status: Regular Part-time, Salaried, No Benefits
Salary: \$17,000 annually
Effective Date: August 26, 2024 – June 8, 2025

Position Overview:

Principal Instructor Foundational levels: Including levels Pre-Ballet, Primary, and Level 1. OBT School is adopting a new curriculum for the 2024-2025 Annual Session. Class content will be set in collaboration with the School Director. Levels Primary, and Level 1 will be based on the CPYB syllabus. Character class will be set combinations from our character curriculum. The instructor will have some freedom to set class content for Creative Movement and Pre-Ballet classes. The School Director will assist in the preparations to incorporate OBT Schools' approach to teaching these levels. This position will also be involved in our annual school performance by setting class content to perform and rehearse the students in level 1. This position will be responsible for leading a demonstration at the end of the year in June for our Pre-Ballet and Primary classes. This position reports to the School Director for all responsibilities/duties

Essential Functions:

- Teach weekly classes for Creative Movement, Pre-Ballet, Primary, Level 1, and Character class
- Send class updates to the parents via email
- Plan classes according to the new curriculum requirements
- Meet with the School Director to discuss students and class content
- Attend CPYB training August 2025-all expenses will be paid
- Choreograph 2-4 Minute sections for each level
- Oversee Pre-Ballet and Primary Demonstrations in June 2025
- Rehearse Level 1 as needed for ASP
- Attend trainings as needed
- Attend meetings as requested.
- Upholds the studio code of conduct
- Awareness of OBT's commitment to DEI, and participates in trainings to stay current and informed
- Other duties as assigned.

Experience and Skills:

- Experience in teaching ballet class at a professional level
- Professional ballet training of 8 or more years
- Experience in choreographing for young children
- Basic computer and email skills
- Ability to effectively utilize time in class and running rehearsals within time allowed
- 3-5 years' experience in a professional ballet school setting
- 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.
- Patience with young children
- Positive reinforcement teaching style for young children

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 able 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.

Work Schedule:

This is a part time 37 week 12-15 hours per week. This position requires extended hours during performance times and teacher trainings. Regular days and hours of work are scheduled Tuesday through Friday between 3:30 PM and 6:30 PM, and Saturdays 8:45 AM –3:00 PM. Additional teaching hours will be available for 9 weeks in the Summer for additional pay.

Weekly Schedule- all admin hours are flexible; teaching hours are set.

Tuesdays

3:45-4:00 assist with Pre-Ballet students in the lobby

4-4:45 Teach Pre-Ballet 3-4 years

4:45-5:30 Teach Pre-Ballet 5-6 Years

5:30-5:45 assist students after class

Wednesdays

4:00-5:00 Teach Level 1 ballet

5:00-5:30 Teach Character Level 1

5:30-6:30 Curriculum prep hour in school office

Thursdays

4:00-5:00 Teach Primary

5:00-5:30 Teach Character PD B and C

5:30-6:00 Curriculum prep, Meet with Katarina as needed and administrative work in the school office

Fridays



3:45-4:00 assist with Pre-Ballet students in the lobby
4:00-4:45 Teach Pre-Ballet 3-5 years
4:45-5:00 assist with students in the lobby
5-6:15 Teach Level 1 Ballet

Saturdays

Pre-Ballet

8:45-9:00 assist with pre-ballet students in the lobby
9-9:45 Teach Pre-Ballet 3-4 years
9:45-10:30 Teach Pre-Ballet 5-6 years
10:30-11:30 Teach Primary Ballet

Supervisory Responsibility:

This position has no direct supervisory responsibilities.

Compensation:

The salary for this position is \$17,000 annually and has no healthcare benefits. Other standard benefits and practices include 40 hours Sick Leave annually, complimentary tickets to performances, complimentary School of Oregon Ballet Theatre classes for employees and immediate family, and annual performance planning and review with the process and goals mutually agreed upon in advance with the Director of OBT School.

This position's pay is based off a meeting and prep rate of \$20 per hour, a teaching rate of \$43 per hour, and stipends for other duties.

Annual prep hours and meetings \$1,764

Choreographic stipend \$650

Level 1 ASP rehearsal involvement stipend \$400.00 (Saturday rehearsals January-April not every week)

Pre-Ballet and Primary Demonstration prep and shows \$250 June 2025

36-week Annual Teaching Salary \$13,932 for teaching hours listed in the Weekly Schedule (above)

This position will have scheduling priority for all our summer programming. Additional hourly pay applies.

Other Duties:

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.

Oregon Ballet Theatre is committed to advancing equal employment opportunities. Our policy is to make all employment-related decisions without regard to an employee's race, color, creed, religion, age, national origin, marital status, mental or physical disability, sexual orientation, or any other basis prohibited by local, state, or federal law. We are committed to a diverse and culturally inclusive workplace in which our differences broaden our awareness, enrich our daily experiences, and contribute to our collective strengths. This policy applies to all personnel activities including employment, promotion, compensation, and termination.