

TBT

TEXAS BALLET THEATER

Hiring Company Name: Texas Ballet Theater

Hiring Company Industry: Performing Arts

Position Title: **Texas Ballet Theater Schools (TBTS) Administrative Director**

Reports To: TBTS Administrative Director reports directly to the Executive Director but works in collaboration with Artistic Director in artistic vision and pedagogy of school program and performances.

Location: DFW Metroplex

Through the vision of Artistic Director, Ben Stevenson, O.B.E. and under the strategic leadership of the Executive Director, Texas Ballet Theater School's mission is to inspire, develop and sustain a love of dance in every student. The breadth and depth of the dance education the school provides, coupled with the expertise of its faculty and connection to a world-class company, makes Texas Ballet Theater School a unique model among dance schools.

SUMMARY

Texas Ballet Theater School (TBTS) Administrative Director is a senior administrator who is responsible for day-to-day operations of the schools, including supervision of TBTS and all community access programs. The TBTS Administrative Director will work with the Executive Director on school budgets and with the Artistic Director, School Associate Directors and Principals on the Ballet's supplemental training programs. All educational programs in Fort Worth and Richardson schools as well as the Professional Division and Summer Intensive programs will be managed by the TBTS Administrative Director. This individual will work closely with TBTS principals and other program administrators and artistic staff to create and manage budgets, oversee student registration, marketing and promotion of school activities. The TBTS Administrative Director will also work with the Ballet's development department to cultivate and solicit support for school programs.

TBTS Administrative Director should possess strong communication and diplomatic skills to work effectively with the many different constituents within TBT and TBTS. He/she should be a visionary leader with passion for ballet, education and children.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Programming Responsibilities:

1. In tandem with the Artistic Director and Executive Director, the TBTS Administrative Director will establish, articulate and promote the schools' overall educational vision and teaching methodology in adherence to the highest level of creativity and quality.
2. Annually conduct a comprehensive review of programming, class sizes, teachers' skills and experience, studio functionality and fee schedules.
3. Observe all teachers in classes and give appropriate mentoring and guidance to further their teaching skills and maintain cohesion of the syllabus to ensure a productive year-end review.
4. Bi-annually prepare instructional workshops for teacher professional development.

5. Oversee Community Enrichment and CityDance outreach with overall responsibility for programming, sustainable growth and institutional marketing.
6. Conduct and arrange auditions for summer programming and Professional Division.

Administrative Responsibilities:

1. Manage and grow TBTS' operations and supervise TBTS' administrative staff, program directors and principals. Create and sustain close working relationships with the Executive Director and Artistic Director.
2. Counsel and collaborate with Executive Director on issues related to budget, operation of school facilities, interaction with parents and students, and management of school teachers, pianists, and guest artists.
3. Lead the development with Artistic Director and Principals in the innovative and effective education programs that will grow the reputation and increase the reach of TBT and TBTS.
4. Work with the Ballet's marketing and communications and development departments to create effective promotional strategies for the school. Oversee the creation of school-related print and advertising campaigns and materials.
5. Work with the Ballet's development department to develop and implement a focused and effective fundraising strategy that will produce increased financial support for school programs and activities.
6. Serve as the school's public spokesperson as requested.
7. Create and monitor the annual and 3-year operating budgets of TBTS.
8. Actively participate in school-related Board and Trustee committee meetings and other activities. Serve as a member of the Ballet's senior management team and other special project and taskforce meetings as requested.

School Management

1. Foster a positive school environment emphasizing the inherent benefits of a dance education, whether for the pursuit of a professional dance career or to enhance one's life through increased self-awareness and self-esteem.
2. Represent TBTS through various internal and external appropriate functions such as board meetings, company performances, fundraisers and public lectures etc.
3. Be accessible to parents and students for consultations, and provide guidance and assistance to the School Principals in pro-active planning as well as resolution of student issues.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION

Bachelor's Degree is preferred; minimum four years management experience for multiple programs and staff; or equivalent combination of education and experience will be considered (familiarity with dance a strong plus).

REQUIRED SKILLS

- Strong team-building skills, supported by a positive attitude and mature personality conducive to interact effectively with diverse groups.
- Ability to effectively communicate the mission, goals and story of TBTS in oral, written and mix media presentation.
- Strategic planning, project management, organizational skills and multi-tasking skills to manage diverse activities and set priorities.
- Demonstrated capability and maturity to protect confidential information and build trust and rapport with parents, students and staff.
- Displays organizational values by keeping commitments, inspiring the trust of others, upholding organizational morals and values. Unquestioned personal integrity.
- Proactive style, able to move forward and implement decisions even when obstacles are encountered.

- Dynamic, energetic, creative and socially adept with demonstrated leadership skills.
- Long-term strategic thinking with the ability to strategically implement.
- Ability to present and speak to a variety of constituencies is a priority.

LANGUAGE SKILLS

Ability to read, analyze and interpret complex instructions and correspondence, financial reports, grant requirements and legal documents. Ability to write professional correspondence; effectively present one-on-one or to small and large groups of students, parents, board members and other staff members of the organization and community.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages and ability to apply concepts of algebra.

COMPUTER SKILLS

To perform this job successfully, an individual should have advanced knowledge of database software; internet software; reporting processing systems; spreadsheet software and word processing software, i.e., MS Word, Excel and PowerPoint.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished written, oral, or diagram form, ability to deal with problems involving several concrete variables in standardized situations and ability to address customer and employee personalities in various business situations. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret variety of complex or technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

APPEARANCE AND GROOMING

All staff members are required to follow the guidelines set forth by Texas Ballet Theater management. Professional style, image and demeanor are required for this position.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of other employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws. Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will basis.

PHYSICAL DEMANDS / WORK ENVIRONMENT

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 may need to sit or stand as needed. May require walking primarily on a level surface for periodic periods throughout the day. Reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the workday. Proper lifting techniques required. May include lifting up to 25 pounds on occasion. Primary environment: ambient room temperatures, lighting and traditional office equipment as found in a typical dance studio and office environment.

HOW TO APPLY

To apply, send cover letter outlining aptitude and interest and resume via email to jill@texasballet.org.

No phone calls please.

Texas Ballet Theater is an equal opportunity employer. Additional information: texasballettheater.org

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