
JOB DESCRIPTION

DATE: May 2021	JOB TITLE: Head of Studio Company and Trainee Program
DEPARTMENT: Academy	REPORTS TO: Artistic Director and Abbott Academy Director
STATUS: Full time, Exempt	SECURITY BACKGROUND CHECK: Required

MAJOR ACCOUNTABILITIES

Works closely with Artistic Director to maintain high standard of artistic excellence and educational programming that is set by Artistic Director. Works closely with Abbott Academy Director to build and create programming. With the Artistic Director and staff, works on developing and maintaining the syllabus and curriculum. This position is responsible for the training, mentoring, and development of the Trainees and Studio Company in class, rehearsals, and performances.

DUTIES AND RESPONSIBILITIES

- With the Academy and Artistic Director, hires, maintains, develops, and manages faculty.
- Full time includes:
 - Teaching a minimum of 24 hours a week in full time training programs during all semesters and summer intensive.
 - Administrative responsibilities and parent/student meetings, curriculum oversight, management meetings, as needed.
- Advise and meet with school faculty from all divisions and administrative staff for consultation of program management and development. Develop curriculum and plan class schedules in coordination with artistic and technical standards as set forth by Artistic Director and Abbott Academy Director.
- Work with Artistic Director, Abbott Academy Director, and other division heads to ensure consistent and excellent training.
- Plans and attends school auditions. Review and assess video auditions. Selects and recruits' students for Academy.
- Artistically directs student rehearsals and performances, including those for Winning Works.
- Set, stage, and rehearse repertoire works on Trainees and Studio Company for Academy performances
- Complete and review student evaluations each semester.
- Provide professional guidance and assistance for students for the next step in their career
- Assists in setting policies of new programming with Abbott Academy Director.
- Works closely with Abbott Academy Director on parent and student communications.
- Assists Abbott Academy Director with marketing of programming.
- Provide support for special events, performances and auditions as needed.

- Work with staff in other areas, as appropriate to meet departmental strategic goals
 - In coordination with the Academy team and the organization as a whole, support, implement, maintain, and report on work that upholds inclusion, diversity, equity, and access
 - Other duties as assigned
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QUALIFICATIONS / REQUIREMENTS:

- Minimum of ten years of ballet training and performing experience in both classical and contemporary repertoire.
- Extensive knowledge of ballet history, styles and current ballet trends.
- The ability to teach ballet and direct large groups of people, as well as work one-on-one with individuals.
- Experience in partnering and ability to teach such skills to students
- Comprehensive understanding of the sophisticated management needs of a ballet school of significant scale.
- Deep knowledge of ballet pedagogy across the age / ability spectrum.
- Established track record in recruiting, hiring, supervising and coaching teachers and staff.
- Proven success in collaborative work with a team of highly skilled professionals.
- Clear understanding of financial issues in managing a ballet school.
- Strong knowledge of the ballet world and the professional companies and schools currently operating in the United States and abroad.
- Ability to create an environment of both discipline and encouragement for students, faculty, staff and parents.
- A passionate, approachable, team-oriented individual who is collaborative, diplomatic and highly self-motivated is preferred.
- Exceptional written, oral, presentation, and interpersonal skills and the ability to effectively interface with senior management, Board of Directors, staff, parents, and students.
- Deep commitment towards diversity, inclusion, equity, and access is required.

WORK SCHEDULE:

Schedule will vary with class schedules each term; additional hours as required.

APPLICABLE PHYSICAL CAPABILITIES:

Excellent mobility required. Must have the ability to demonstrate in classes and rehearsals as well as perform general office functions. Excellent writing and verbal skills.