

# Ballet San Antonio™

## POSITION DESCRIPTION

Company:	Ballet San Antonio
Job Title:	<b>Artistic Administrative Coordinator</b>
Employment Type:	Part-Time, Seasonal, Non-Exempt
Reporting To:	Artistic Director
Location:	San Antonio, TX

The mission of Ballet San Antonio (BSA), a professional classical ballet company, is to share the splendor of dance through diverse artistic performances and outreach programs that reflect, promote and enrich the cultural heritage of the South Texas community. It holds an uncompromising commitment to continually attract and nurture exceptional professional dancers, create distinctive performances and make dance accessible to the widest possible audiences through partnerships with local organizations.

The BSA Artistic Administrative Coordinator oversees and implements all administrative activities related to dancers and visiting artists including adherence to contracts. This position acts as the primary liaison between the dancers and the artistic and executive departments.

### Responsibilities and Duties

- Assist the Artistic Director with administrative tasks in a timely manner, as directed
- Arrange all travel for visiting artists including airfare, hotel and ground transportation
- Administer Workers' Compensation claims and keep the CEO and Artistic Director informed of all steps
- Oversee and process audition applications and audition submissions for interested dancers, coordinating with the CEO and Accounting Manager
- Organize all logistics related to performance tours (including foreign tours), where applicable
- Ensure dancer contract compliance
- Generate and distribute rehearsal schedules, production schedules and memos
- Manage studio usage including, but not limited to, supply ordering and cleanliness coordination with the cleaning crew
- Manage the studio rehearsal recording and archival process
- Facilitate and oversee all shoe ordering for the dancers and performance attire ordering with the Wardrobe Department, including SBSA students that are in the BSA production(s)
- Coordinate the Physical Therapy schedule for in studio and in theater
- Coordinate the rehearsal activities of guest choreographers, teachers, and other artists working with the dancers as directed by the Artistic Director
- Communicate in a timely manner all casting changes to the appropriate personnel
- Document and report weekly, unless emergent, to the Artistic Director:
  - Dancer's Attendance including unexcused tardiness or absence
  - Disciplinary issues (also notify the CEO)
  - Guesting Appearance requests
  - Injuries (also notify the CEO)
  - Costume Rental requests
- Attend studio rehearsals, theater rehearsals, performances, outreach, special and/or promotional events for BSA as requested by the Artistic Director and/or CEO
- Other duties as assigned.

### Skills

- Excellent written and verbal communication skills with a demonstrated ability to positively manage multiple constituencies which will include artistic staff, BSA senior management, BSA and SBSA Boards of Directors, landlords, and others
- Youthful vitality combined with maturity of judgement
- Ability to manage priorities and support a busy workload
- Ability to travel nationally and internationally
- Effective planning and time management skills

Relocation assistance is not available for this position.

**Ballet San Antonio is an equal opportunity employer and hires and employs individuals without regard to race, color, gender, age, disability or any other characteristic prohibited by law.**