

SCHOOL OF Ballet San Antonio®

DIRECTOR OF SCHOOL OF BALLET SAN ANTONIO | POSITION DESCRIPTION

Company:	School of Ballet San Antonio
Job Title:	Director
Employment Type:	Full-Time, Exempt
Compensation:	\$60,000 - \$70,000 plus benefits
Reporting To:	BSA Chief Executive Officer
Location:	San Antonio, TX

The mission of the School of Ballet San Antonio (SBSA), the official school of Ballet San Antonio, is to provide for an inclusive dance community of individuals of all ages seeking to acquire excellent training through equitable access to a high-quality curriculum.

The Director of the School of Ballet San Antonio is responsible for the overall management and success of the School of Ballet San Antonio (SBSA). The Director reports to the BSA Chief Executive Officer with a secondary reporting relationship to the BSA Artistic Director on artistic programming and curriculum. The position is multi-faceted with a wide range of responsibilities and the Director must be able to perform management and marketing responsibilities in addition to serving as an Instructor and Public Speaker. The Director supervises all school administrative staff and instructors.

Responsibilities

- Design, plan and direct a ballet education program for pre-professional dance students, focusing on the engagement of BSA professional dancers as Instructors
- Design, plan and direct a diverse recreational dance program for individuals of all ages, focusing on the engagement of BSA professional dancers as Instructors
- Possess a commitment to a positive environment of teaching, rehearsing and developing dance students of all levels
- Challenge and inspire SBSA artistically
- Ensure the artistic, administrative and educational excellence of SBSA
- Manage, develop and market SBSA programs to meet enrollment and budget goals

Duties

- Design, plan and direct a ballet education program for pre-professional dance students, focusing on the engagement of BSA professional dancers as Instructors
- Design, plan and direct a diverse recreational dance program for individuals of all ages, focusing on the engagement of BSA professional dancers as Instructors
- Supervise and manage the day-to-day operations of SBSA to ensure schedule, attendance and training adherence and the well-being of all students
- Develop and manage school scholarship and wellness programs
- Communicate educational expectations, including technical and achievement requirements for level advancement, with all students and parents/guardians when they join SBSA and at the end of each school year
- At the request of the BSA Chief Executive Officer and Chair of the Board, prepare reports for the SBSA Board Committee
- Responsible for the hiring, training and annual written evaluation of all dance faculty in alignment with BSA's HR policies
- Responsible for the production of all SBSA demonstrations and performances, including providing choreography services
- Serve as a SBSA Instructor
- Serve as a spokesperson for the School
- In coordination with the BSA Chief Executive Officer, define clear administrative policies and processes for SBSA
- In coordination with the BSA Artistic Director:
 - Assist in selecting the Children's Casts for all student roles in BSA productions and serve as the Children's Cast coordinator

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- Select SBSA guest instructors
 - Establish the school calendar, class schedule and syllabus
- In coordination with the BSA Director of Marketing, develop and implement a marketing strategy including social media content for SBSA
- In coordination with the BSA Director of Finance and BSA Chief Executive Officer, develop the annual and 3-year operating budgets of SBSA
- In coordination with the Director of Finance:
 - Maintain an accurate record of stock levels to include uniforms, shoes and tights
 - Ensure timely replenishment of inventory to meet operational needs and minimize disruptions
 - Perform routine stock counts to prevent discrepancies
- Manage the annual and 3-year operating budgets of SBSA to achieve financial goals
- Other duties as assigned.

Competencies

- Bachelor's Degree in Dance, Dance Education, Dance Performance or equivalent experience
- Additional experience in school administration or business administration preferred
- Experience with other dance forms in addition to ballet, such as modern, jazz, and other types of movement
- Strong, demonstrated capabilities in carrying out the administrative and teaching roles and responsibilities of a School Director
- A commitment to dance education with a proven track record in teaching, rehearsing and developing dancers at all levels, to the highest standards
- Ability to motivate and coach people to perform and achieve superior results
- Demonstrated ability in developing and managing an annual operating budget
- Demonstrated ability in developing a marketing strategy
- Effective planning and time management skills
- Excellent written and verbal communication skills

Supervisory Responsibilities

This position supervises all SBSA staff.

Interested applicants should submit a cover letter and resume with references to INFO@BALLETSANANTONIO.ORG for consideration.

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.

Relocation assistance is not available for this position.