

Ketchikan Theatre Ballet

Position Announcement: Artistic Director

Ketchikan Theatre Ballet (KTB) is an integral part of a vibrant arts community in Southeast Alaska. KTB has provided high-quality dance instruction to youth and inspired creativity through dance in Ketchikan, Alaska for 60 years. We are looking for a passionate Artistic Director (AD) with a strong technical background to teach our upper division classes while providing the management skills to meet the mission, vision, and values of our studio. The AD will play a key role in working with the Board of Directors and staff to ensure a focus on high-quality instruction while maintaining the financial stability and growth of this nonprofit dance education organization. The opportunity exists for an AD to bring new ideas to KTB, while maintaining the rich history and traditions that make KTB a valued member of Ketchikan's arts community. KTB's mission, vision, and core values can be found on our website: ketchikan.dance.

Description of Job: The Artistic Director supervises, directs, coordinates, teaches, and administers the integrity of all dance programs and performances at KTB while working closely with the Office Manager to coordinate the business and administrative duties to ensure KTB's fiscal wellbeing. This position is a year-round, salaried position, salary commensurate with experience. Reports directly to the Board of Directors.

Specific Duties include, but are not limited to:

Teaching / Production

- Primary responsibility for overall safety, growth, and enjoyment of the student body through the hiring, placement, training, supervision, and evaluation of all teaching staff.
- Work with the instructors to deliver quality dance instruction.
- Teach dance classes on weekday afternoons, evenings, and Saturdays (*approximately 15 hrs/week*).
- Run company rehearsals (*approximately 2-4 hours weekly*).
- Substitute for absent instructors when possible.
- Produce, direct, choreograph, and promote all KTB Company and School productions.
- Ensure choreography falls within KTB guidelines and policies.
- Evaluate all students taught each semester and place students in appropriate dance levels.
- Assist company members with audition choreography/videos as requested.

Management

- Report to the Board of Directors, serving as an ex-officio (non-voting) board member at the board meetings.
- Serve as the principle lead in the development of an artistic vision for, and growth of, the studio while staying within the financial constraints of a not-for-profit dance school.
- Superintend the curriculum and level of instruction of all dance classes and the artistic development of KTB Company and School of Dance.
- Keep the board informed of pertinent human resources issues, financial concerns and opportunities as well as artistic issues and opportunities.
- Manage and supervise all KTB employees in accordance with the Ketchikan Theatre Ballet Personnel Policies and Guidelines Handbook.
- Consult with the Board Treasurer and Office Manager to develop the annual budget to present to the Board of Directors.
- Develop a calendar for each year, including, but not limited to, initial student registration, class schedules for both the school year and summer workshops, and performance dates.
- Ensure staff keeps accurate attendance records, documentation of injuries, and interaction with staff, students and parents.
- Serve as point of contact for and maintain a professional working relationship with other staff members, parents and board members. Resolves conflicts between parents, students and staff.

- Work in collaboration with other Arts Organizations in the community to promote the unity of the arts in Ketchikan.
- Work with the Board of Directors and staff toward building a larger base of support for the school through increased enrollment, increased parental communication, and greater visibility and awareness in the community.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by the Board of Directors.

Job Conditions: The Artistic Director is a full-time position that requires 40 hours/week, but may require more time surrounding performances and beginning of year/end of year. It is expected that the Artistic Director will work primarily from and at the Ketchikan Theatre Ballet studio site. The Artistic Director will ensure enough time in his or her work day to successfully achieve all administrative tasks and must be present at least one hour before scheduled class times. The Artistic Director may receive two days off each week. Those days are not guaranteed. *This is an exempt position and therefore ineligible for overtime pay under the Fair Labor Standards Act. Details of break time may be found under the Benefits section of the Personnel Policies and Guidelines Handbook.*

The successful candidate will possess the following qualifications/skills:

- Minimum of B.A. or B.F.A in dance with extensive dance background is strongly preferred. Experience in lieu of education may be considered.
- Demonstrated leadership experience and capability in overseeing and maintaining the artistic direction and quality of teaching at a studio similar to Ketchikan Theatre Ballet.
- Extensive training and teaching experience in ballet, jazz, tap, or other dance forms.
- Ability to work with a wide range of skill and interest level in children ages 3-18.
- Passion for teaching youth, working with families, and working cooperatively within the arts community of Ketchikan.
- Classical Ballet and Concert Dance performance production experience.
- A leadership and teaching style that successfully balances high expectations with an encouraging, nurturing personal approach.
- Development and fundraising experience with a non-profit arts organization is desirable.
- Professional choreographic and/or performance experience preferred.
- Ability to work independently and meet deadlines.
- Ability to work with a wide variety of people.
- Strong communication (written and verbal) and interpersonal skills.
- Strong mediation and conflict resolution skills.
- Strong organizational and follow-through skills.
- Strong supervision and delegation skills.

Interested applicants: Submit a cover letter, resume and two references to Ketchikan Theatre Ballet Board of Directors: boardktb@gmail.com. Direct questions to boardktb@gmail.com.

Ketchikan Theatre Ballet shall not discriminate against any director, officer, employee, applicant or participant on the basis of sex, race, religion, color, ethnicity or national origin.