Virginia Ballet Company and School
Leadership Description

Contemporary Dance Program Lead - Modern Mistress/Master

Position Description:

The Contemporary Dance Program Lead (Program Lead) of Virginia Ballet Company and School (VBC & School) is a self-directed and enthusiastic leader who understands and promotes the Vision, Mission and Values of VBC & School and supports the Executive Artistic Director (Director) in promoting the Artistic Vision for the school and performance season. This entails maintaining curriculum standards, faculty coordination and scheduling. The Program Lead works closely and collaboratively with the Director to produce all Contemporary Dance performances throughout the season including rehearsal scheduling, input for casting and leading rehearsals. The Program Lead must embrace a team-oriented work environment to assure the highest level of education and performance, both in artistry and technique, throughout the year.

Responsibilities and Duties of Position:

In order to successfully fulfill these responsibilities, the Program Lead is expected to work consistently during our hours of operations: primarily afternoons, evenings, and weekends. These hours will be combined and coordinated with the Director and Classical Ballet Program Lead to ensure that our top leadership is represented at all hours of operations.

- Work collaboratively with the Director and the Classical Ballet Program Lead to establish the performance goals of the season.
- Responsibly coordinate artistic resources including studio space, class, and rehearsal time, and Internet resources for online classes, as well as scheduling faculty.
- Develop and Maintain course curriculum for Contemporary Dance Program classes, promoting dance history and theories applicable to class levels, for all Semester, Academic and Summer Intensive classes.
- Observe classes regularly to review faculty in class and confirm completion of established curriculum.
- Teach a minimum of two Company classes per week.
- Lead rehearsals and assist the Director in producing all Contemporary Dance performances, asd well as provide input for casting, choreography, and assistance at the theater. Support the Director and the Classical Ballet Program Lead with the Classical Ballet program performances. (Nutcracker – 6 performances, December 27-29, Spring Show (when Contemporary Dance) – 2 performances, usually in April, and the Summer show – 1 performance, usually first or second Sunday in August).
- Ensure all company and school policies and procedures are being implemented, promoted and adhered to by faculty, staff, and students within the Contemporary Dance Program.
- Enforce the completion of the student evaluation process, ensuring timely correspondence and participation by faculty. Review the evaluations and make recommendations for advancement.
- Enforce the timely and accurate completion of class attendance and timecard entries. Monitor teacher absences and coordinate substitute teachers when necessary.
- Prepare and post rehearsal schedules, casting information and perform or coordinate the preparation of all performance related documents such as performance contracts, dancer availability forms, etc.
- Promote the school and its performances through social media and marketing strategies established by the school. Contribute to developing additional means of outreach.

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Hours:

- The position of Program Lead is paid on an hourly basis. The actual hours are variable performance season and cyclical demands of the school vary, but average approximately 25 hours or less per week during the academic year and 15 hours or less per week during the summer intensive.. The school is closed three times per: at the end of school through the July 4th holiday, for about two weeks at the end of August/early September and from December 30th through public school opening in January. Program Leads are expected to be available for all theater performances.

Skills and Qualifications:

- At least 2 years experience as a principal Contemporary Dance dancer.
- At least 5 years of experience with historical modern and other Contemporary Dance standards and styles as well, including neo-classical and contemporary ballet repertoire.
- At least 1 year experience teaching the Vaganova style of classical ballet.
- At least 5 years experience teaching all ages, from three years through senior adult.
- BA or MA in Dance, Dance Theory, Performing Arts or related major preferred. Education should include classes in child development, kinesiology, and choreography. Sound knowledge of dance history, theories and methods is required.
- Basic computer skills and social media skills (Microsoft Suite programs, JackRabbit or similar software).
- Strong interpersonal and team building skills.
- Strong written communication skills.
- Understanding of music license law.
- Non-profit performing arts experience preferred.