

Virginia Ballet Company and School Leadership Description

Executive Artistic Director

Position Description:

The Executive Artistic Director (Director) of Virginia Ballet Company and School (VBC & School) is a self-directed and enthusiastic leader who understands and promotes the Mission and Values of VBC & School and establishes the Artistic Vision for the school and performance season. The Director both leads and collaborates with our Program Leaders, Faculty and staff to provide the very best dance education and performance opportunities for primary, pre-professional and adult dancers. The Director is ultimately responsible for increasing enrollment by supporting development, fundraising and student retention programs, as well as meeting the budget established by the Board of Directors.

Candidates should have experience as an artistic director or similar leadership position in a performing arts educational institution, where they produced full-length classical ballets and contemporary dance concerts. The best candidates will have met deadlines and budgets, preferably in a non-profit environment, and possess excellent communication skills. Candidates must be able to build an environment of collaboration and respect with faculty, parents and students.

Responsibilities and Duties of Position:

The Director is responsible for overseeing all artistic and educational aspects of VBC & School in complete compliance with our value statement, respectful of each student, parent, faculty member and staff. The Director is expected to work full time, usually within the hours of operation: primarily afternoons, evenings and weekends. These hours will be combined and coordinated with the Program Leads to ensure that top leadership is represented at all hours of operation.

Artistic Vision and Advocacy:

- Responsible for the effective use of artistic resources including studio space, class and rehearsal time, costumes, props, and backdrops.
- Oversees the best use of human capital--such as dancers, teachers and volunteers—and works within the budgets set by the Board of Directors.
- Effectively communicates artistic vision to VBC & School parents, students, faculty, staff and the broader community through marketing, fundraising, social media, parent meetings and personal interactions.
- Manage Program Leads and Faculty to enforce the established standards for curriculum and education for all Semester, Academic and Summer Intensive classes.
- Manage all guest performers, guest choreographers, teachers, or other artists essential to performances, master classes and events or activities for VBC & School. The Director is ultimately responsible for hiring and terminating staff.
- Oversee all aspects of producing at least 3 full-length shows annually (Nutmcracker – 6 performances, December 27-29, Spring Show – 2 performances, usually in April, and the Summer show – 1 performance, usually first or second Sunday in August). This includes, but is not limited to:
 - gaining permission for use of music, choreography, or creation of same.
 - overseeing company and school auditions and casting.
 - scheduling and overseeing rehearsal schedules with Program Leads according to school policy.

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- final approval of all rehearsal schedules.
- overseeing rehearsals lead by Program Leads.
- coordinating with technical staff, guest artists, guest choreographers, videographer, photographer, prop master, costume mistress, volunteer coordinator, ticketing coordinator and any additional staff needed.
- Oversee all aspects of public appearances and community outreach programs including, but not limited to, Burke Centre Festival, National Theater performances, U.S. Air Force Band performances and local lecture demonstrations. Recruit all essential personnel to fulfill the requirements of the outreach program or community event.
- Teach at least two company classes per week.
- Consult with the Program Leads on the progress of dancers in classes, rehearsals and performances or events, to evaluate and ensure program foundations are functionally sound.
- Represent VBC & School as a main spokesperson within the community at local community or arts networking events, follow up on potential business development opportunities and participate in other arts-related opportunities and functions as budget permits.

Administrative Duties:

- Represent VBC & School as the spokesperson and serve as the main Point of Contact for Members and the Community at large.
- Responsible for responding to Member inquiries or issues that relate to the Artistic Vision, Mission and administration of VBC & School.
- Support the Program Leaders, Faculty and Office Manager to resolve any Member issue that requires executive level direction.
- Be a positive leader and mentor to VBC & School students and parents, creating an environment of inclusion, hard work, tenacity, endurance, and respect for self and others.
- Develop a positive team-oriented work and instructional environment that promotes and values staff input, builds trust, and allows for team consultation for the positive development of VBC & School dancers, programs, performances and events.
- Serve as the representative of the VBC & School faculty and staff with the Board of Directors.
- Ensure Program Leads and faculty are meeting all artistic and administrative requirements of their positions.
- With the Program Leads, evaluate and approve requested vacation and faculty substitutions.
- Evaluate resumes and auditions of candidates for teaching, guest artists, guest choreographers, other artists applying to VBC & School. Recruit and hire faculty as needed to maintain the highest quality of education within the payroll budget.
- Maintain faculty employment records including initial applications/resumes, evaluations, certifications, letters of recommendation or complaint, and payroll forms.
- With the Program Leads, annually evaluate faculty performance in accordance with VBC & School policy. If necessary, discipline or terminate faculty.
- Provide guidance and assistance to Program Leads, faculty and staff when dealing with artistic concerns, student issues, faculty or facility needs.
- With support from Program Leads, schedule classes and faculty to meet established deadlines for course publications and enrollment openings.
- Establish regular meetings with the Office Manager, Faculty and other staff to maintain a team atmosphere to meet the goals of the school.

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- Partner with the BoD to develop an effective annual fundraising strategy and help oversee its execution.
- Collaborate with the BoD to develop effective donor, patron and alumni relations programs.
- Partner with the BoD to develop and execute an effective annual marketing and communications strategy for the development of the student body and overall enrollment, to promote upcoming season and performances, and promote educational, or community-building events.
- Responsible for collaboratively creating and overseeing the development and, with the Office Manager, effective distribution of marketing materials, press releases and other communications for VBC & School.
- Responsible for the overall fiscal health of VBC & School. Will work closely with the BoD to ensure VBC & School is meeting its financial goals and responsibilities.
- Work within agreed upon budgets for payroll, performances and other expenses.
- Evaluate and approve faculty and staff timecard entries.
- Develop, promote and implement sound company and school policies, procedures and objectives. Ensure all company and school policies and procedures are being implemented and adhered to by faculty, staff and students within the Classical Ballet and Contemporary Dance Programs.
- Initiate and oversee the student evaluation process, ensuring appropriate and timely correspondence and participation from Program Leads. Review the evaluations with the Program Leads and determine student advancement.
- Review with Program Leads student letters of recommendation as requested for higher education and/or job placement, preparing students for auditions and career planning.
- Attend all BoD meetings and communicate updates on enrollment, faculty, and performance planning. Coordinate marketing strategy, volunteerism, and resource management.
- With the Board of Directors, plan marketing, fundraising and community building events.

Hours:

This is a full-time position. The hours are variable, determined by the performance season and cyclical demands. In addition to school closures, the Director is granted 14 days of personal time off. The school typically closes at the end of the school year through the July 4th holiday weekend; for about two weeks at the end of August/beginning of September; and from December 30th through the first day of school. Vacation may not be taken during performance tech weeks or during performance show dates.

Skills and Qualifications:

- At least 2 years of experience as an Executive level Artistic Director in a performing arts company and school, preferably in a non-profit environment.
- Computer skills (Microsoft Suite programs, JackRabbit or similar), and some familiarity with website and social media software and tools.
- Experience with obtaining and managing copyright, music licensing and choreography rights.
- Strong interpersonal and team building skills.
- Strong oral and written communication skills.
- Ability to organize work, staff, calendars, and schedules effectively.
- At least 10 years of experience as an accomplished dancer with varied and wide-ranging repertoire is required. Professional dance experience is preferred.
- At least 5 years of experience teaching the Vaganova style of classical ballet, teaching knowledge

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of other ballet styles and strong familiarity with neo-classical and contemporary ballet repertoire.

- At least 5 years of experience with historical modern and other contemporary dance styles.
- Sound knowledge of dance history, theories and performing methods is required.
- BA or MA in Dance, Dance Theory, Performing Arts or related major preferred. Education should include classes in child development, kinesiology, and choreography.