



Job Title: Faculty	
Reports to: School Operations Manager	
Program/Department: Yvonne Chouteau School	
FLSA Status: Non-Exempt	Schedule: Part-Time
Approved by: Jo Lynne Jones	Date Approved: 06/19/2023

SUMMARY

The **FACULTY** is a key team member in ensuring the smooth operation of the Yvonne Chouteau School at the Oklahoma City Ballet (OKCB). The position reports to the School Operations Manager and is a collaborative member of the School team. The successful candidate will work independently and as a team player to ensure the School programs operate in an effective, efficient, and impactful manner. The role requires the ability to communicate and coordinate with various constituencies and stakeholders including students, parents, staff, and the general public, among others. A background in teaching and working in a dynamic environment, are essential.

DUTIES AND RESPONSIBILITIES

- Teach assigned classes in alignment with provided curriculum and sub classes for other faculty members when needed
- Stage, choreograph, or rehearse repertoire for student performances as needed and assigned
- Take attendance of students in currently assigned classes
- Participate in parent/student meetings as needed, while maintaining positive relations with parents and students from all OKCB programs
- Complete mid-year and end-of-year evaluations for assigned classes if needed
- Support Community Engagement programs and special events through participation at Open Houses, teachers' meetings, parent observation weeks, evaluation classes, Spring Performance, Primary Showcase, and other events as requested
- Attend all faculty meetings, and curriculum meetings, and professional development seminars as scheduled
- Practice positive internal communications and a favorable working relationship with all employees to promote a positive work climate which will be conducive to maximum morale, productivity, and effectiveness
- Operate at the highest levels of commitment to confidentiality and practices that enhance and promote Oklahoma City Ballet
- Perform other duties as required or requested

REQUIRED SKILLS

- Positive attitude and exceptional work ethic
- Strong written and verbal communication and interpersonal skills
- Excellent attention to detail and organization skills
- Ability to work independently and collaboratively with others as a team
- Critical thinking and strong problem-solving skills
- Personal qualities of integrity, credibility, and dedication to the Oklahoma City Ballet
- Dedication and commitment to inclusion, diversity, equity, and access

EDUCATION AND EMPLOYMENT EXPERIENCE

- Background in dance and dance instruction; five or more years as a dance instructor preferred
- Required: appropriate clearance of background check, possession of a valid driver’s license, and insurance coverage as required by law

COMPENSATION

The position is part-time, requiring 2 – 20 hours per week dependent on availability. Compensation is hourly and commensurate with experience.

APPLY

To apply, send your resume and three references to mpinto@okcballet.org. Applications are accepted on a rolling basis.

EEO STATEMENT

Oklahoma City Ballet is a safe, inclusive workplace for people of all backgrounds and identities. Some candidates may feel like they are underqualified for a job if they do not have experience in all aspects of the job description. We encourage applicants that are excited about the role, regardless if they meet every requirement, to please apply. We believe similar, though different, experiences are transferrable.

Oklahoma City Ballet is committed to the principle of equal employment opportunity for all. All employment decisions are based on business needs, job requirements, and individual qualification. Oklahoma City Ballet, in compliance with all applicable federal, state, and local laws and regulations, does not believe in nor discriminate on the basis of: race; color; national, social or ethnic origin; age; religion or belief; gender; sexual orientation; gender identity; marital, civil union, domestic partner or family status; disability; genetic information; Veteran status; or any other characteristic protected by state, federal, or local law in any of its policies, practices, or procedures.

We expect and require the cooperation of all employees in maintaining a discrimination and harassment-free workplace.