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| Job Title: Principal Faculty, Men's Program Coordinator | |
| Reports to: Director of School & Studio Company | |
| Program/Department: Yvonne Chouteau School | |
| FLSA Status: Exempt | Schedule: Full-Time |

SUMMARY

The **PRINCIPAL FACULTY & MEN'S PROGRAM COORDINATOR** 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 Director of School & Studio Company 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, partner organizations, and the general public, among others. A successful candidate will have a proven track record in both teaching in the studio and school administration. A background in teaching and arts administration as well as a strong aptitude to manage deadlines and work in a dynamic environment, are essential.

DUTIES AND RESPONSIBILITIES

- Manage, grow, and recruit for the Men's Program, ensuring a thriving and successful program
- Teach assigned classes for Day and Evening Programs, Trainee Program, and OKCB II in alignment with provided curriculum and sub classes for other faculty members when needed
- Manage ballet competition participation, including: schedule/track all rehearsals; facilitate YAGP/ADC workshops; track and bill all participation fees; coordinate all communication among dancers, parents, and coaches; and maintain school YAGP/ADC online account
- In collaboration with the Director of School & Studio Company, develop, coordinate and execute all aspects of all School performances and presentations, including facility, music, wardrobe, etc.
- Stage, choreograph, or rehearse repertoire for student competitions, presentations, and performances as needed and assigned
- Assist with class schedule grid planning, faculty assignments, and coordination on a daily or weekly basis
- Assist with maintenance of attendance records and provide weekly attendance report to Director of School & Studio Company
- Work with OKCB leadership team to increase enrollment and retention in all programs, with particular emphasis on Day Program, and assist prospective families with information about programming and registration
- Participate in parent meetings, conferences, and regular student interactions, while maintaining positive relations with parents and students from all OKCB programs, through email, phone, parent/teacher conferences, and other in-person communications
- Implement and maintain mid-year and end-of-year evaluations for School students
- Work in collaboration with Director of School & Studio Company to support students' company audition and college advising processes
- 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
- Work in collaboration with Director of School & Studio Company to interview and staff faculty for Summer Intensive

Principal Faculty, Men's Program Coordinator Position Description

- Travel as required for conducting Summer Intensive audition tour as well as representing OKCB at ballet competitions or functions
- Rehearse student roles in company productions and attend all studio and theater rehearsals as assigned by Artistic Director
- Rehearse and perform supernumerary roles in company productions as assigned by Artistic Director
- Support day-to-day operations of OKCB studios in collaboration with the Director of School & Studio Company and OKCB administration team
- Serve as a representative of the School by participating in promotional events such as radio, television, and newspaper interviews, which includes using your name, title, and image in printed, digital, and other materials
- Attend all faculty, school staff, 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
- Proficiency with Outlook, Word, Excel, PowerPoint, database software, phone, desktop and portable computers, and electronics
- 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
- Must have reliable transportation and ability to travel to visit program sites

EDUCATION AND EMPLOYMENT EXPERIENCE

- Bachelor's Degree or equivalent experience
- Five or more years of relevant work experience preferred
- Excellent proven experience in both ballet instruction and arts administration, ideally gained in an environment with multiple programs in a busy and varied office environment
- Required: appropriate clearance of background check, possession of a valid driver's license, and insurance coverage as required by law

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND SCHEDULE

This is a fully on-site position requiring general mobility in office and theatre environments as well as various off-site locations. Must be able to lift 20 lbs and operate computers and other office equipment. General office hours are Monday through Friday 9am to 5pm, but evenings, weekends, and travel are required.

BENEFITS AND COMPENSATION

The salary range for this position is \$40,000 - \$55,000, commensurate with experience. Additionally, the employee would be entitled to the benefits available to all full-time employees. This currently includes annual company-paid employee health insurance valued at \$4,374.25; four weeks of paid time off and 17 paid holidays; 401k Retirement Plan matching up to 4%; and company-paid Basic Term Life/AD&D Insurance. Our current Employee Benefits Guide will be provided to our final candidate.

APPLY

To apply, send your resume, cover letter, and three references to Jobs@OKCBallet.org. The position will remain open until filled, but our priority deadline is **June 1, 2024**.

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.