

# PENNSYLVANIA BALLET

2017-2018 SEASON | Angel Corella, Artistic Director

Department: School

Position: Director of Pennsylvania Ballet School

FLSA Classification: EXEMPT

Position Type: Regular Full-Time

## General Description:

The PB School Director works in close conjunction with the Executive Director for all administrative and financial responsibilities and with the Artistic Director for all artistic responsibilities and decisions. The PB's School Director's primary aim is to lead the School and maintain the primary mission of PB with regards to student training, building enrollment and providing a holistic environment.

Typical work routine includes but is not limited to:

## Supervision:

The following positions report directly to the School Director

- Administrator
- Registrar
- Lower and Middle and Upper School Instructors
- PBII Ballet Masters

## Duties and Responsibilities:

### Artistic

- To direct artistic personnel towards PAB's mission and vision as proposed by the Artistic Director.
- **Hire, supervise and evaluate** all artistic personnel as directed by the Artistic Director
- **Facilitate and coordinate the following artistic goals**
  - *Curriculum and Syllabus building* as an ongoing process encompassing short and long-term artistic goals.
  - *Assessing artistic development and wellness for the whole student.* This includes technical skills, performance, psychological issues, healthy weight management, career goals, and adjunct training (Pilates, dance and music history etc.), student-teacher-parent communications, student/Company interfacing.
  - *Directing organizational procedures* by setting time lines, organization of meetings, implementation of plans, and evaluation of materials and policy.
  - *Oversee artistic/student evaluations, advancements and follow up meetings* to appraise students' progress and to assist students in the development of individual goals. This includes the creation of a panel of instructors to assess the evaluation and advancement of middle and upper school students on a yearly and biyearly basis if so proposed.

- *Summer Intensive: Oversee the Audition tour* schedule, including scheduling audition teachers and city selections. Oversee the audition selection process as well as the allocation of scholarship and stipend awards
- *Nutcracker and other Company Performances: Oversee organization of company related student performance auditions, rehearsals and communications with parents and students.*
- *PBII: Oversee the coordination and organization of performances, repertoire and selections of students with the Ballet Masters and the Artistic Director.*
- *Serve as primary liaison between the company and school.*
- *Artistic Meetings: Implement weekly, monthly and yearly artistic meetings including artistic staff in the Company and School.*
- *Teaching: Teach class when needed and available.*
- *Guest Teaching Schedule: Coordination and choosing of School guest instructors*
- *Program Development for all programs in Open School, Preschool, Main school, Summer Intensive, Teacher Workshops, Student workshops and collaborations with outside organizations*
- *Attend and adjudicate ballet competitions in order to recruit national and international students.*
- *And other duties assigned by Artistic Director*

### **Administrative**

- Responsible for the preparation and management of **School budget**
- Principal designated school official (PDSO) for Student and Exchange Visitors Program, (**SEVIS**) for all M1 international students and supervise Designated School Officials (DSO) (when program is put in place).
- **Hire and supervise** all personnel for School Administrative staff with approval of Executive Director.
- Work with the **Development Department** to seek **funding** for all School programs and to build relationships with Board School Committee, Parent Committee, patrons and other constituencies.
- Oversee **Program Development** that relates to Academics, Student Services, Career Planning, and other ancillary projects and programs
- **Interdepartmental processes**
  - Oversee all Marketing and Public Relations events and publications as they relate to the School.
  - Oversee all Production values as they relate to School.
  - Oversee Registration processes and build interdepartmental systems with data collection (such as Development and Internet Technology)
- **Business development** and **Strategic Planning** pertaining to the long-term School A goals (satellite schools, collaborations, partnerships, etc)
- Attend and represent **PAB** at functions relating to School
- Attend all **pertinent meetings** referring to administrative responsibilities as they relate to the School.
- **Other duties** assigned by Executive Director.

### **Required Minimum Required Qualifications:**

- Undergraduate degree preferred
- Five years management experience
- Ballet training from a professional school and or company position
- Proficiency with Microsoft Office
- Non-profit management experience

**Additional Qualifications:**

- Strong interpersonal skills and ability to work effectively with many working styles
- Excellent written and verbal communication skills and leadership abilities
- Experience with school VISA/ M1 SEVIS helpful
- Ability to work independently and as a member of a team

To be considered for this position, please e-mail your

**Cover letter, Resume, and Salary history** to:

Carol Scarazzini, Director of Finance & HR

[cscarazzini@paballet.org](mailto:cscarazzini@paballet.org)