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Hiring Company Name: Texas Ballet Theater

Hiring Company Industry: Performing Arts

Position Title: Part Time Ballet Instructor - CityDance Community Enrichment

Reports To: Community Enrichment Manager

Location: DFW Metroplex

The mission of Texas Ballet Theater (TBT) is to create, present and tour world-class ballet, from classical to cutting-edge, and promote its appreciation, accessibility, and technical mastery among students, pre-professionals, and audiences of all ages. We are honored to be the only arts organization to serve as resident company for both leading performance venues in Dallas and Fort Worth – the Winspear Opera House and Bass Performance Hall.

Our internationally recognized Company is built on a rich 53-year history, and boasts a repertoire that is creative, artistically expressive and collaborative.

Each component of Texas Ballet Theater's Community Enrichment Program is designed to fill the void for children and youth who would otherwise lack access to the arts. CityDance's qualified ballet instructors offer a free five-week series of introductory ballet classes.

CityDance reaches over 1,000 students annually and is a recognized partner of the Fort Worth and Dallas Independent School Districts. Through exposure to the fundamentals of ballet, CityDance students learn movement, French terminology and classical music education.

## **SUMMARY**

Texas Ballet Theater (TBT) employs Community Enrichment ballet instructors — to be enthusiastic ambassadors for the art form and professional representatives of TBT. Our CityDance Instructors introduce ballet to young students across the Dallas Fort Worth Metroplex, primarily 1<sup>st</sup> – 5<sup>th</sup> grades.

The goals of TBT's Community Enrichment department are to enrich the lives of children by providing dance education, building awareness of the art form and growing a new generation of art enthusiasts. CityDance is the primary branch of TBT's outreach into the local community. The CityDance program occurs throughout the year at public schools, community centers and children's organizations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Follow core curriculum to teach beginning ballet for up to 40 students for 1-hour class sessions.
- Collaborate with school teachers while on school campus to ensure program runs in an efficient, organized manner.

- Provide positive and healthy support for students, as a leader and a mentor.
- Maintain a positive, disciplined environment for the students during their ballet class.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION AND EXPERIENCE**

BFA in Dance or BA Dance Education, or commensurate experience as a professional dancer. Demonstrated experience working in dance education with grades 1-5.

## **REQUIRED SKILLS**

- Strong leadership skills and passion for arts education.
- Energetic, charismatic and understanding personality.
- Excellent communication, organizational and team-working skills.
- Flexible schedule- late afternoons into the evening hours.
- Willingness to commute to various parts of the Dallas Fort Worth Metroplex.
- Demonstrated capability and maturity to protect confidential information and build trust and rapport with program participants and community partners with TBT.
- Adapt to change and respond to unexpected occurrences.

## **LANGUAGE SKILLS**

Ability to read, analyze and interpret instructions and correspondence. Ability to write professional correspondence; effectively present one-on-one or to small and large groups of students and other staff members of the organization and community.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, proportions and percentages and ability to apply concepts of basic math.

## **COMPUTER SKILLS**

To perform this job successfully, an individual should have core knowledge of Microsoft Office.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished written, oral, or diagram form, ability to deal with problems involving several concrete variables in standardized situations and ability to address customer and employee personalities in various business situations. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret variety of complex or technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **APPEARANCE AND GROOMING**

All staff members are required to follow the guidelines set forth by Texas Ballet Theater management. Professional style, image and demeanor are required for this position.

## **LIMITATIONS AND DISCLAIMER**

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of other employees. This job description in no way states or implies that these are the only duties to be performed by the

employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws. Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will basis.

#### **PHYSICAL DEMANDS / WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Individuals may need to sit or stand as needed. May require walking primarily on a level surface for periodic periods throughout the day. Reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the work day. Proper lifting techniques required. May include lifting up to 25 pounds on occasion. Primary environment: ambient room temperatures, lighting and traditional dance studio and office equipment.

#### **HOW TO APPLY**

To apply, send cover letter outlining aptitude and interest, resume and names/contact information for three professional references via email to [jill@texasballet.org](mailto:jill@texasballet.org). No phone calls please.

**Additional information:** [texasballettheater.org](http://texasballettheater.org)

**Texas Ballet Theater is an equal opportunity employer.**