



Hiring Company Name: Texas Ballet Theater  
Hiring Company Industry: Performing Arts  
Position Title: Advanced Ballet & Ensemble Instructor  
Reports To: Director of Schools  
Dallas School Principal  
Location: Dallas, TX

Through the vision of TBT Artistic Director, Ben Stevenson, O.B.E. and under the strategic leadership of TBT Executive Director, Vanessa Logan, it is Texas Ballet Theater School's mission to inspire, develop and sustain a love of dance in every student. The breadth and depth of the dance education the School provides, coupled with the expertise of its faculty and connection to a world-class company, makes Texas Ballet Theater School a unique model among dance schools.

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

Texas Ballet Theater School (TBTS) Advanced Ballet & Ensemble Instructor serves as one of the main Upper School instructors, as well as choreographers, coaches, and coordinates the Dallas Ensemble. The position serves as a direct contact for Ensemble participants, as well as parents desiring coaching and guidance in their child's pursuit of a professional dance career. A list of responsibilities are listed below, but may vary based on the supervision of the Dallas School Principal and the Director of Schools.

### **RESPONSIBILITIES**

- Teach 22-26 hours of classes / rehearsals per week during regular school year.
  - Classes include, but are not limited to:
    - Ballet & Pointe Classes for Pre-Advanced, Advanced 1-3, Professional Training Division
    - Variations classes as assigned
    - Ensemble rehearsals
- Set classical choreography as assigned on Advanced classes and Ensemble.
- Choreograph for assigned classes, including coaching for YAGP and other competitions.
- Rehearse scenes for *Ben Stevenson's The Nutcracker* as assigned.
- Teach during the Summer Intensives in both Dallas and Fort Worth programs as assigned.
- Participate in oral and written evaluations with students and/or parents.
- Work closely with School Coordinator on needs for the Ensemble program, including, but not limited to:
  - Weekly rehearsal schedule, including notifications for parents and students
  - Costume fittings and ordering
  - Music selections and edits
  - Registration for performances, competitions and events

## **FULL-TIME HOURS**

- 40 hours per week
- Availability to work day, evenings and Saturdays, based on teaching/rehearsal schedule.
- Availability to work events as needed and assigned, i.e, performances, shows, auditions, etc.

## **REQUIRED SKILLS**

- Experience as an Advanced Ballet Instructor in a professional ballet company or school. Experience as a member of an artistic team/staff in a large ballet company preferred.
- Familiarity with the Royal Academy of Dance (RAD) curriculum and syllabus a plus.
- Pleasant demeanor, both in speech and attitude, with customers, parents, students, co-workers.
- Administration experience a plus.
- Demonstrated capability and maturity to protect confidential information and build trust and rapport with parents, students and staff.
- Display organizational values by keeping commitments, upholding organizational morals and values.
- Proactive style, able to move forward and implement decisions even when obstacles are encountered.
- Dynamic, energetic, creative and socially adept with demonstrated leadership skills.

## **COMPUTER SKILLS**

To perform this job successfully, an individual should have core knowledge of Microsoft Office Suite, Excel and Word skills. Familiarity with JackRabbit is a plus along with a willingness to learn new programs.

## **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.

## **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.

## **HOW TO APPLY**

To apply, send cover letter outlining aptitude and interest, with resume, to Daniel Tardibono, Director of Schools  
Email: [daniel@texasballet.org](mailto:daniel@texasballet.org)  
No phone calls please.

**Texas Ballet Theater is an equal opportunity employer. Additional information: [texasballettheater.org](http://texasballettheater.org)**