



Position Title: School Director
Department: Kansas City Ballet School
Reports to: Artistic Director and Executive Director

Position Category Full Time/Exempt

Position Summary

The School Director is a senior member of the artistic and administrative staff of the school who manages the department, faculty, and students. The School Director in conjunction with the Artistic Director determines, communicates, and enforces curriculum requirements, supervising teachers and evaluating students. The School Director works with the Artistic Director of Kansas City Ballet to ensure a shared, cohesive artistic vision between School and Company.

Essential Duties and Responsibilities

- Work with the Executive Director, Artistic Director, and Chief Financial Officer on budget projections for School staff and programs.
- Work with Executive Director, Artistic Director, and Chief Financial Officer to determine strategic plan, implement plan outcomes, and evaluate results for the artistic direction of the School.
- Participate in organizational leadership in a department-head capacity.
- Consult with the Music Director of Kansas City Ballet concerning all accompanists for all classes concerning training and musical repertoire requests both live and recorded.
- Advise as needed the Artistic Director concerning the selection of Trainee members. Participate in developing Trainee curriculum in collaboration with the Artistic Director and Second Company Manager.
- Work closely with the Artistic Director, and artistic staff as needed, to choose children's casts for all Kansas City Ballet Company productions in an advisory position. This would also include participation in auditions for all student roles within company productions.
- Work in tandem with the Director of Community Engagement and Education on the R.O.A.D. Scholarship Program to provide content and identify teachers. Collaborate on any community events connected with Kansas City Ballet School.

- Work with Philanthropy Department on fundraising initiatives to support School operations and scholarships.
- Work with Marketing and the Artistic Director on all marketing materials and social media.
- Determine artistic direction of School through a detailed, up-to-date syllabus. Communicate educational expectations vertically as students progress and horizontally at each level. Enforce technical and achievement requirements for level advancement for students.
- Evaluate student progress and recommend advancement if the student is ready.
- Recruit, hire and train outstanding teachers, substitutes, class assistants, and staff.
- Create and maintain a detailed effective schedule of all classes for the School.
- Oversee School staff including:
 - Daytime Principal
 - Evening Program Principal
 - South Campus Principal
 - Children’s Program Coordinator
 - Men’s Program Coordinator
 - School Operations Manager
 - Administrative Staff – Admin. Assistants, Hall Monitors, Class Assistants
 - Part-time Faculty
- Oversee all School programs at both the Bolender Center and South Campus including:
 - Academy – Daytime Program and Evening Program
 - Studio Division (open adult classes)
 - Kansas City Youth Ballet – Student Performance Group
 - Wellness Programming
 - Competitions - Youth America Grand Prix and Universal Ballet Competition
 - Adaptive Dance
 - Dance for Health and Fitness
- Teach School classes as schedule permits.
- Supervise any auditions that are related to the School, scholarships, teachers, roles in student company repertory.
- Plan and oversee all intensive summer programs, summer classes, camps, and masterclasses.

Key Professional Requirements for the Position

The ideal candidate possesses significant professional experience in the dance education industry, including but not limited to:

- Teaching experience at multiple levels of ability
- Notable professional dance performance experience

- Experience with other dance forms, preferably modern, jazz, hip hop, flamenco, and other types of movement
- 3-5 or more years of administrative/executive experience. Additionally, a four-year degree preferred.
- Respected reputation in the dance profession
- Outstanding verbal and written communication skills

Compensation: Salary is commensurate with experience and qualifications. We offer an excellent benefits package with health, vision, life, liberal vacation, sick leave, and holiday schedule.

TO APPLY:

Please submit cover letter, curriculum vitae, five professional references who know you well personally and professionally via email or certified mail (e-mail addresses and telephone numbers, please) with salary requirements to the attention of:

Kansas City Ballet
Todd Bolender Center for Dance & Creativity
500 West Pershing
Kansas City, MO 64108-2430

To the attention of:
Kansas City Ballet School Director Search/Mary Allen
mallen@kcballet.org

Kansas City Ballet is an Equal Opportunity Employer.