



Ballet Program Coordinator

Pay: \$15,000 annually

Position: Salaried, exempt

Job Description: Canyon Concert Ballet (CCB) seeks to hire a dedicated Ballet Program Coordinator. Since 1979, CCB has taught ballet and children's dance. We are looking for a motivated, fun, creative Ballet Program Coordinator who is excited to work as part of our team. This position reports to the School Director and works in conjunction with the Artistic Director to assist with the growth and implementation of the ballet curriculum at CCB. Tasks include but are not limited to teaching upper level ballet classes, ensure the curriculum is being taught adequately, create workshops for the continued growth of the ballet faculty and assist the Artistic Director with company rehearsals.

The position is part time, salaried, exempt, up to 15 hours/week for an annual salary of \$15,000, and is expected to work nights and weekends as needed for organization events. In addition, the position will also teach upper level ballet classes at their agreed upon hourly teaching rate.

About Canyon Concert Ballet: Canyon Concert Ballet's mission as a nonprofit educational organization is to expand, nourish, and enrich the artistic opportunities in classical dance through training, performance, and community outreach in service to the Northern Colorado region.

Job Duties:

Ballet Program - 80%

- In conjunction with the School Director and Artistic Director, maintain and continue to develop the ballet program with curriculum development, syllabi/benchmark development, and communication
- Effectively communicate in a positive matter with the students, parents, ballet faculty, and senior staff
- Set objectives and provide feedback to ballet faculty through annual evaluations in conjunction with the School Director
- Ensure the artistic excellence of the school at a national level standard in training dancers for the Company, for other dance companies, and in providing quality dance instruction
- Work cooperatively and communicate with artistic staff, production, development, accounting, and marketing. Ensure that highly effective service is delivered
- Attend occasional instructor meetings
- Evaluate student performance with recommendations for progression in the dance program in conjunction with SD and AD
- Faculty development with the expectation of three workshops each year (summer, fall, spring)
- Oversee the CCB2 program, a training company for young, highly skilled dancers generally ages 16-18.

Rehearsal - 20%

- Assist Artistic Director with Company rehearsals as needed
- Provide support at dress rehearsals and performances
- Support, at the direction of the Artistic Director and staff, the Company with young artists when required and whenever possible

www.CCBallet.org

970-472-4156

Old Town Studio

1031 Conifer Street
Fort Collins, CO 80524

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Instruction - additional

- Teach upper level ballet classes as needed

Job Requirements:

- College degree or equivalent, preferably in dance and/or education
- At least 3 years of teaching ballet technique and pointe, Vaganova knowledge a plus
- At least 2 years of experience managing staff
- Program development skills
- Solid oral and written communication skills
- Team leader and team player
- Friendly, outgoing, and approachable nature
- Professional attitude and appearance
- Solid written and verbal communication skills
- Ability to be resourceful, calm, and proactive when issues arise
- Excellent organizational skills
- Have an understanding of health and safety for dancers
- A love of dance and children!

How to Apply: Please send your resume, cover letter, and three professional references to Jenna Riedi at executivedirector@ccballet.org. Position is open until filled, please no phone calls.