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**Ballet BC**  
601 Smithe Street  
Vancouver, BC V6B 5G1  
Canada

**Tel 1 604 732 5003**  
**Fax 1 604 732 4417**

info@balletbc.com  
balletbc.com

**Position:** Associate Artistic Director

**Reports to:** Artistic Director

**Responsible for:** Coordination, development and delivery of all company programming in collaboration with the Artistic Director

**Deadline:** February 28, 2019

**Employment Type:** Permanent, Full Time

## THE COMPANY

Combining classical integrity with a contemporary sensibility, Ballet BC is a creation-based company of 18 talented dancers from Canada and around the world that is committed to exploration and collaboration in contemporary dance. Solidly grounded in the rigour and artistry of classical ballet, with an emphasis on innovation and the immediacy of the 21st century, the company presents a distinct and diverse repertoire of the most sought-after Canadian and international contemporary ballet choreography.

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## THE OPPORTUNITY

Ballet BC is seeking an experienced, progressive, collaborative dance professional to assume the role of full-time Associate Artistic Director. Reporting to the Artistic Director, the Associate Artistic Director is responsible for the coordination, development and delivery of all company programming in line with the Artistic Director's vision, and the company mandate and objectives.

The successful candidate must have a solid background in ballet and contemporary dance, extensive experience in the creation of new and progressive dance works and a desire to work in an intimate, collaborative and positive work environment. He/she will possess a passion for contemporary dance, sensitivity to the demands and challenges of the creative process, the flexibility to work with a variety of choreographers in a wide range of choreographic styles, and the ability to lead and inspire company dancers. He/she will also have broad knowledge of the Canadian and international dance scene, a strong work ethic and excellent communication skills.

## ROLE AND RELATIONSHIPS

- Maintains a strong collaborative artistic partnership with the Artistic Director, guest choreographers, dancers and all members of the artistic team
- Works collaboratively with the Company Manager, Artistic Administrator, the Director of Production, Stage Manager, rehearsal assistants and all administrative staff
- Fosters communication and positive relationships with the local, national and international artistic communities and with the community at large
- Is an ambassador, representative and spokesperson for the company and its artistic objectives, and, at all times, acts in the best interest of the company

## **KEY RESPONSIBILITIES**

- Demonstrates strong artistic leadership
- Creates and fosters a creative, collaborative and open ambience in the studio
- Leads, inspires, motivates and engages Ballet BC dancers
- Coordinates the hiring and scheduling of guest teachers and pianists for company class
- Teaches company class on a regular basis
- Acts as Rehearsal Director during the rehearsal of repertoire in studio and assists guest choreographers as necessary
- Effectively documents rehearsals and performances, with video and written documentation as required, and reviews them with the Artistic Director, artists and the Stage Manager
- Gains and maintains a solid working knowledge and understanding of the Addendum that governs the relationship between the company and the dancers to facilitate scheduling and procedures and to ensure the wellbeing of the dancers
- Produces, circulates and posts the daily rehearsal schedule and casting for works in keeping with the Addendum
- Coordinates the rehearsal activities of guest choreographers and other artists working with the dancers
- Communicates all casting changes to the appropriate personnel including the Stage Manager, Wardrobe Manager, Marketing Manager as necessary
- Works with artistic and production team on the scheduling of dancers for rehearsals and performances in Vancouver and on tour, to ensure compliance with the Addendum
- Works with company Wardrobe Manager on the scheduling of fittings and costume runs
- Assists in recruiting dancers as required and helps to coordinate company auditions
- Evaluates résumés and DVD's of audition applicants and creates a short list of candidates for auditions
- Provides administrative support as required by the Artistic Director
- Advises the Artistic Director on the development, promotion and implementation of policies and procedures that promote the health and welfare of the dancers and the efficient use of company resources
- Ensures that the Artistic Director is informed about dancer progress and issues affecting individual performance during class, rehearsals and productions
- Working with the Artistic Director, generates progress reports on each dancer during class, in rehearsals and on stage
- Works with Artistic Director, artistic team and staff to help develop and coordinate outreach programs and collaborations with Ballet BC's official training institution Arts Umbrella
- Must be willing to tour with the company when needed

## **SKILLS AND QUALIFICATIONS**

- Extensive experience and success working in a progressive, collaborative contemporary dance environment
- High level training and experience in classical ballet and contemporary dance
- Extensive experience teaching professional classically-trained dancers in a contemporary dance environment
- Extensive experience teaching and rehearsing contemporary dance repertoire
- Experience assisting choreographers in studio during the creation process
- Experience leading Master Classes for dancers of all ages
- Positive attitude, strong work ethic and inspiring presence
- Strong interpersonal, communication and team building skills
- Extensive knowledge of the Canadian, North American and international dance scenes
- Basic computer skills
- Ability to communicate in English with additional languages an asset

## **COMPENSATION**

Annual salary \$70 -80,000 CAD plus benefits

## **HOW TO APPLY**

Interested candidates should submit the following:

- cover letter that includes why you are interested in this position and the company, what you hope to learn, and what impact it might have on your professional development
- résumé
- recent head shot
- a video or video link showing a recent work for which they have had preparation responsibility

Electronic applications preferred. Please submit applications and support material to: [HR@balletbc.com](mailto:HR@balletbc.com)

**Applications will be accepted until 5pm, February 28, 2019**

We thank all applicants but only those selected for an interview will be contacted. Applications may be submitted by mail to:

Ballet BC  
c/o Artistic Administrator  
677 Davie Street, 7th Floor  
Vancouver, BC  
V6B 2G6

Contact Email: [HR@balletbc.com](mailto:HR@balletbc.com)  
Contact Phone: (604) 732-5003 x213