

Friday, November 7, 2025

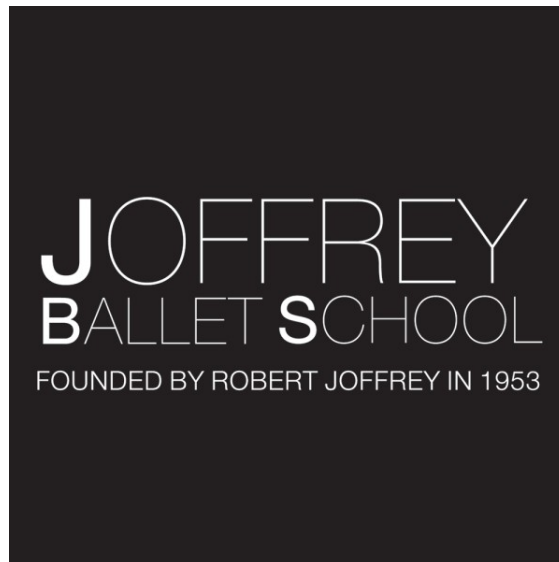
Artistic Director - Children & Youth Division

Company: Joffrey Ballet School

Location: NEW YORK, NY

Compensation: Salary: \$70,000 – \$85,000

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Job Description

The Artistic Director of the Children and Youth Division at the Joffrey Ballet School provides visionary leadership, artistic excellence, and educational oversight for one of the School's most foundational programs. Working in close collaboration with the Dean and Artistic Team, the Artistic Director will uphold and refine the existing vision that nurtures young dancers' creativity, technique, and love of dance. This role oversees the artistic operations, curriculum design, faculty leadership, and performance programming for students of all levels. The Children & Youth division encompasses ages from three through eighteen. The program serves the youngest of dancers up through pre-professional level students in an after school setting. The position will ensure alignment with the Joffrey Ballet School's mission of providing exceptional, inclusive, and comprehensive dance education. The Artistic Director will serve as a mentor to faculty and students alike, foster meaningful community partnerships, and uphold the School's legacy of excellence through thoughtful programming, dynamic performances, and engagement with families. This is both a strategic and hands-on role that combines artistic direction, teaching, mentorship, and community advocacy to shape the next generation of dancers within the Joffrey Ballet School's vibrant and diverse learning environment.

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Qualifications, Requirements & Competencies

The successful candidate must meet all of the following:

Minimum of five years of management or leadership experience

Minimum of ten years of teaching experience with children and youth

Degree in Education, Dance Education, or a related field, such as a BFA in dance, or equivalent qualifications based on professional experience in dance and child education

The successful candidate will meet some of the following preferred qualifications:

ABT National Training Curriculum Certification (or equivalent)

Master's degree or Ph.D.

Five years or more of prior work experience at a conservatory or professional dance training school or similar institution

Record of professional dance experience

Experience producing concert dance performances for children and youth

Application Requirements

Applicants must include the following materials for full consideration:

Cover Letter

Resume

Two letters of recommendation

Minimum of four professional references

A minimum of two teaching videos between ages 5 and 14. Videos demonstrating a range of levels and / or ages are encouraged. Videos should clearly show the instructor teaching the combination, students demonstrating the combination, and the instructor providing feedback to students.

Responsibilities

Vision and Collaboration

Collaborate with the Dean and the School's Artistic Team to develop and articulate a vision for the Children and Youth Program that

complements the goals and mission of the Joffrey Ballet School.

Celebrate the diverse makeup of the student body by integrating dance history and cultural experiences into the curriculum.

Program Management

Manage the program's artistic operations.

Refine and implement dance curricula for various age groups, ensuring they are age-appropriate and aligned with the school's artistic vision.

Oversee curriculum creation and class scheduling, ensuring compliance with the National Association of Schools of Dance Education and relevant state standards.

Refine, implement, and manage the curriculum for the Arts in Education Outreach Program, ensuring alignment with the NYC Department of Education Blueprint for Dance standards.

Maintain and expand a collection of children's books, props, and classroom materials, researching and purchasing new resources as needed.

Strategic Planning

Contribute to long-term strategic planning for the school's growth and artistic development.

Ensure the Children & Youth Program nurtures a love of dance, builds foundational skills, fosters creativity, and maintains an inclusive, supportive environment for all young dancers.

Community Engagement

Serve as a spokesperson for the Joffrey Ballet School, advocating for the importance of arts education.

Build and maintain relationships with local schools, organizations, and cultural institutions to increase visibility and foster collaboration.

Class Structure and Student Support

Create and maintain a structured class framework that accommodates multiple skill levels, from beginners to advanced students.

Mentor students by holding scheduled parent-teacher-student meetings to motivate and communicate based on individual personalities and progress.

Provide access to support services for students facing challenges that affect health, learning, or attendance.

Establish consistent on-site and virtual office hours for drop-in availability to students and parents.

Collaborate with the Artistic Directors and Associate Artistic Director of Trainee Programs to establish clear pathways into the Trainee level.

Performance and Curriculum

Curate themes for performances and educational initiatives that reflect the school's mission and community interests.

Organize and oversee student participation in performances, ensuring meaningful stage experience.

Maintain consistent communication with parents and guardians to support each student's artistic journey.

Faculty Management

In collaboration with the Dean, hire and manage all faculty and choreographers for the program.

Lead faculty and program staff to ensure adherence to school policies and artistic standards.

Conduct faculty training, evaluations, and feedback sessions each term.

Schedule regular faculty meetings and coordinate with support staff, including the Health and Wellness Officer.

Provide mentorship and support for faculty facing professional challenges.

Accountability and Expectations

Communicate clear expectations to families and faculty.

Enforce adherence to Joffrey Ballet School's policies and hold all parties accountable for maintaining artistic and professional standards.

Performance Oversight

Organize and oversee all aspects of program performances, including direction of choreographers and production crew.

Choreograph or restage choreography and rehearse pieces for program performances.

Collaborate with administrative staff on rehearsal, technical, and performance schedules.

Design and purchase costumes, props, and production materials consistent with each performance's vision.

Build and maintain relationships with performance vendors (theatre crews, videographers, photographers, etc.) to ensure quality and consistency.

Recruitment and Retention

Actively participate in student recruitment and retention efforts.

Organize recruitment activities in collaboration with administrative staff.

Train instructors who conduct auditions for prospective students.

Address questions and concerns from prospective and current families.

Be fully knowledgeable of program offerings to confidently represent the school.

Conduct meetings with students and parents to discuss progress and continued participation.

Ensure all students are properly oriented to the program upon enrollment.

Administrative Oversight

Oversee all artistic administrative tasks and logistics, ensuring timely communication of program information.

Maintain familiarity with program budgets and collaborate with the Administrative and Executive Teams to ensure strong financial performance.

Teaching Responsibilities

Teach a minimum of five to seven and a half (5–7.5) hours per week of dance technique classes, adjusted by age group and program needs.

Summer Intensives

Develop and articulate a vision for the Summer Intensive(s) aligned with the Joffrey Ballet School's mission and goals.

Design and manage curriculum and class schedules.

Evaluate dancers and determine group placements weekly.

Communicate regularly with parents and guardians to support student success.

Hire and manage faculty and choreographers for the intensive program.

Lead faculty and staff, ensuring adherence to school policies and teaching standards.

Depending on age group, teach approximately 5–7.5 hours per week, with flexibility based on program needs.

Train, evaluate, and support faculty throughout the summer.

Organize and oversee all aspects of performances, including choreography direction.
Coordinate student safety protocols with administrative staff and faculty (e.g., student pickup, weather events, emergency plans).
Participate in the Audition Tour as a representative of the Joffrey Ballet School

Full Time

Evening hours required (schedule will vary based on class schedule)

Saturday hours required (classes are in session Saturday morning/afternoon)

Additional hours will be required in excess of 40 hours during performance weeks and the few weeks leading up to performances.

Salary: \$70,000 – \$85,000 commensurate with experience

401K Retirement Plan – Employee Contributions

Health Insurance Stipend

Paid Time Off – 10 Days per year

Paid Sick Time – 5 Days per year

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