

Friday, October 5, 2012

## Alonzo King LINES Ballet - Summer Program Director / San Francisco

Alonzo King LINES Ballet 26 7th Street 5th Floor San Francisco, CA 94103 [summer-program@linesballet.org](mailto:summer-program@linesballet.org)

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Alonzo King LINES Ballet seeks a Summer Program Director

### Position Summary:

Alonzo King LINES Ballet (AKLB) is a celebrated contemporary ballet company that has been guided since 1982 by its uniquely global artistic vision. Collaborating with noted composers, musicians, and visual artists, Alonzo King creates works that draw on a diverse set of deeply rooted cultural traditions and imbue classical ballet with new expressive potential. Founded in 1982, the mission of Alonzo King LINES Ballet (AKLB) is to nurture dynamic artistry and the development of authentic, creative expression in dance, through collaboration, performance, and education.

We accomplish our mission by:

Supporting visionary choreographer Alonzo King in creating works of illuminating beauty and sharing them with audiences around the world.

Cultivating the gifts of developing dancers through our educational programs.

Providing 80-100 classes per week for the community at the AKLB 's Dance Center.

Offering outreach activities to a variety of communities, both locally and nationally

The Alonzo King LINES Ballet Summer Program (AKLBSP) is an intensive training experience designed for aspiring dancers ages 11-24. The program consists of two sessions: one four week session for ages 11-17 and one five week session for ages 17-24. Both sessions include about 100 participants and culminate in performances.

The Alonzo King LINES Ballet Discovery Project is an outreach program wherein LINES Ballet faculty collaborates with host communities and fellow dance educators to provide young artists with three-to-five day intensive workshops in their own communities.

The Summer Program Director accepts overall responsibility for the smooth day-to-day operations of the Summer Program and Discovery Project workshops, maintaining an artistic standard that is synonymous with Alonzo King's name.

### Duties and Responsibilities:

#### Administrative Management

In collaboration with Executive Director, set programmatic goals and objectives and develop implementation plans for achievement

Work with Program Administrator to develop the master calendar, to include course schedule, faculty roster, housing, caterer, theater, and other materials needed for a smooth, organized educational operation

Assist with development and oversight of the Summer Program budget

Plan and execute 2 month audition and Discovery Project tour

Approve all invoices and department payroll

#### Curriculum & Scheduling

Create and manage a curriculum that embraces the core values of AKLB and prepares young artists for a professional career

Create a calendar of events for the year including, but not limited to, auditions and two annual summer showcases

#### Faculty and Staff

Screen, interview, and hire faculty members, including core teachers, accompanists, guest teachers and choreographers, and chaperones

Negotiate scheduling and create contracts for AKLBSP faculty and staff

Conduct faculty orientation, training, and mentoring as needed

Discuss areas of needed improvement with under-performing instructors and complete yearly performance reviews

Promote an organizational culture that fosters cooperation, open and frequent communication, teamwork, trust, and a common organizational vision

#### Student Relations

Develop and conduct audition and recruiting methods for program

Select student participants during audition tour

In collaboration with Program Administrator, ensure excellent support systems, including advising and student mentoring

Handle student issues by, for example, investigating complaints against instructors and otherwise guarding the quality of their educational experience

Organize and attend key student functions, such as student showcases

#### Miscellaneous Duties

Participate in shaping overall vision and strategic plan for Education Program

Represent LINES at official functions and event

Any additional duties as assigned by Executive Director and/or Artistic Director

Non-Physical Demands/Qualifications

Passionate about AKLB's mission and impact

Demonstrated ability to build and maintain relationships with a wide array of people – junior and senior, from diverse backgrounds

Extensive background in dance education

Outstanding communication and interpersonal skills

Ability to exercise tact and diplomacy in a variety of settings

Able to coordinate a number of activities with multiple components requiring independent follow through and attention to detail.

Proven ability to work with efficiency, flexibility, and good humor

Self-starter, self disciplined

Remain focused in the face of pressure, delivers against timelines, not intimidated by tasks/time limitations

Self-directed, energetic, tenacious leader, strong collaborator and facilitator

Creative problem solver, open to change, flexible, and capable of adapting to changing priorities

Ability to maintain confidentiality and manage confidential information

Ability to take direction

Experience working in a team environment and as a team builder

Must be able to work flexible hours when needed

Proficient Microsoft Excel and Word skills

Physical Demands/Qualifications:

Must have the stamina to work in excess of 40 hours per week, as required

Must have dance and ballet teaching experience

Must have supervisory experience

Must have valid driver's license

Must be able and willing to fly; position requires out of state travel

Works under pressure to meet organizational needs and other deadlines

Speaking and hearing essential for communication

Must be able to reach, bend, or stoop

Must be able to reach over the head

Must be able to lift up to 20 lbs.

Status: Full-time (40+ hours per week, some nights and weekends, travel required)

Reports to: Executive Director

Start Date: Mid-October

Compensation: DOE; benefits include 100% Employer paid health plan, voluntary dental and 403(b), commuter benefits, paid time off, dance classes

To apply:

Please email your resume and a cover letter (required) to [summer-program@linesballet.org](mailto:summer-program@linesballet.org).

Include your experience, availability and your interest in continuing permanently in our organization.

Alonzo King LINES Ballet is an Equal Opportunity Employer

For more information:

[www.linesballet.org](http://www.linesballet.org)

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