

Friday, October 24, 2025

Artistic Associate: School of American Ballet

Company: School of American Ballet
Location: New York, NY
Compensation: \$58,000-\$60,000

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Organization Overview

The School of American Ballet (SAB) at Lincoln Center, founded by George Balanchine and Lincoln Kirstein, is the preeminent ballet school in the country. Our mission is to train professional dancers for careers in classical ballet. We provide the resources for a diverse pool of students to train at the highest level – with 15-25 a year going on to dance for New York City Ballet, our official but independent ballet company, and other major ballet companies worldwide. SAB has a far-reaching impact on the art form and enriches the lives of each student who comes through its doors, over 800 annually, ages 6 to 18. SAB has approximately 90 part- and full-time employees and an operating budget of \$17 million. In the 2025-2026 school year, administrative employees are expected to work in person 4 days per week and may telecommute one day per work week.

Position Overview

Candidates must be available Tuesday-Friday from 11:00-7:00pm and Saturdays from 8:30-4:30pm.

SAB seeks an Artistic Associate to support the goals and operations of the School of American Ballet's artistic administration, including performance and production coordination, student and parent communication, and guest artist management. Through responsibilities in project administration, the Artistic Associate coordinates and oversees all artistic programming, budget and expense tracking for the department, and the artistic events calendar, including school-wide communications. This is a full-time, non-exempt position, reporting to both the Director of Intermediate/Advanced Divisions and Artistic Programming and the Director of Children's/Preparatory Divisions.

This is an excellent opportunity for someone who enjoys working in a collaborative office environment, has a strong understanding of production and performance management, experience working with students and families, and familiarity with the performing arts.

Key Responsibilities:

- Manage communications with students and parents regarding artistic matters in all training programs.
- Oversee and coordinate artistic programming across all divisions, including new performance opportunities and initiatives as they arise. This includes school events that support parent education, including class observations and student conferences.
- Provide production support for all public performances and in-studio showings, including coordination of staffing, costuming, fees, etc. This includes performances at Lincoln Center and within the NYC metro area.
- Oversee students' participation in choreographic projects, including with the NY Choreographic Institute.
- Manage the artistic department calendar and ensure coordination and communication of all artistic activities to all departments and relevant constituents.
- Efficiently and thoroughly manage the needs of the artistic administration, including budget management and expense tracking.

Requirements

- Bachelor's degree (preferred)
- 2-3 years of relevant experience in the performing arts
- Excellent communication skills and willingness to collaborate
- Self-starter with strong organizational skills and ability to manage multiple projects
- Tech savvy and demonstrated proficiency with MS Office Suite and database management systems
- Interpersonal skills and comfort engaging with a diverse, multigenerational population
- High level of confidentiality and integrity
- Familiarity with performance production and management
- Ability to work occasional evening and weekend hours for performance and school events

Benefits

SAB offers a superior benefit package, including full health benefits, four weeks of vacation (plus two holiday weeks in December), and generous retirement savings benefits.

The School of American Ballet is an Equal Opportunity Employer. Diverse candidates are encouraged to apply.

The annual salary range for this position is \$58,000-60,000

School of American Ballet
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<https://apply.workable.com/school-of-american-ballet/j/561FCB7EF7/>

For more information:
Office of People and Culture
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[< back](#)

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