



NORTH DAKOTA BALLET COMPANY

Position Description: Competition Team Coordinator 2020 -2021 Season

The North Dakota Ballet Company & Academy is currently seeking an energetic team member to join our dance faculty as a competition coordinator for the 2020-2021 season. The position is a 10 – month part-time contracted position from August – May with additional opportunities available in June and July. Hours vary based on number of teams and classes. Salary based on experience. Additional income opportunities available with solo/duet choreography packages and private lessons.

Job Duties and Responsibilities:

1. Plan, accompany and supervise the competition teams to and from all events including practices and competitions.
2. Assist the Executive Director/Studio Director with hiring, development and evaluation of assistant competition team coaches/instructors (as needed).
3. Work with Finance Director and Executive Director on specific budget requests and spending as well as fundraising as needed.
4. Plan and implement both academic-season and summer-season conditioning and training programs for competition teams.
5. Coordinate competition team rehearsals, performances, and open studio nights.
6. Coordinate Annual Competition Showcase.
7. Coordinate costume ordering with Finance Director and Studio Director.
8. Coordinate all competition travel logistics for families & staff.
9. Coordinate all music, props, misc needs for competitions.
10. Coordinate all communication materials and schedules with competition families.
11. Participate in all NDBC staff training & meetings as scheduled
12. Participate in annual academy concert
13. Conduct parent meetings as requested
14. Plan annual summer camps, teambuilding events
15. Coordinate/participate in Dance Nationals (as approved)
16. Evaluate program and continual development for growth and future success
17. Develop a nurturing environment for dancers to grow and flourish
18. Assist in providing imagery, communication materials to promote the program with Executive Director
19. Coordinate annual audition recruitment
20. Complete other tasks as assigned

21. Serve as an advocate and ambassador for the North Dakota Ballet Company & Academy and maintain alignment with the company's missions and strategic priorities

Interested candidates are encouraged to send resume's to Executive Director, Laura Arneson at laura.arneson@northdakotaballet.org. Inquiry should include cover letter stating your interest in this role, professional resume including dance and additional employment experiences and training, and two letters of reference.

Applications will be reviewed upon and the position will be open till filled.