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Ballet BC
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Artistic Assistant

Ballet BC is seeking an experienced Artistic Assistant to join our dynamic team. Working collaboratively with the Artistic Director, Ballet BC's Artistic Assistant will play a key role in the successful coordination and execution of the Artistic studio's administrative needs. A highly-skilled administrative professional, the Artistic Assistant will be open to innovative approaches and will contribute to the sustainability of Ballet BC by ensuring sound administrative practices that support the development of both the short- and long-term goals of the Company.

The Artistic Assistant will have a solid understanding of and experience with a professional resident and touring Dance Company or other performing arts organization in dealings of an administrative nature. Particular focus will be given to interpersonal skills in working with diverse stakeholders including artists, designers, musicians, administration personnel and Ballet BC's diverse constituencies and patrons.

In line with company mandate and objectives, the Artistic Assistant is responsible for the day-to-day administrative needs of Ballet BC's Artistic Director (AD) and being the administrative link between the studio and other Company departments including Administration, Production, Wardrobe, Marketing, Development and Audience Services.

Roles and Relationships:

- 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.
- Maintains a strong collaborative artistic partnership with the AD, with guest choreographers, dancers and all members of the artistic team.
- Works collaboratively with the Artistic Administrator, the Director of Production and Operations, Production Stage Manager, and all administrative staff.
- Fosters communication and positive relationships with the local, national and international artistic communities and with the community at large.

Key responsibilities:

- Provides administrative support as required by the AD.
- Produces, circulates and posts the daily rehearsal schedule and casting for works.
- Communicates all casting changes to the appropriate personnel including the Stage Manager, Wardrobe, Communications and Marketing as necessary.
- Coordinates the rehearsal activities of guest choreographers and other artists working with the dancers
- Maintains artistic records and documentation of all works that enter the repertoire
- Maintains Dancer records of overtime, meal breaks, and changes to the dancers work weeks and changes to days off.

- Tracks studio hours month to month.
- Maintain and distribute dancer, administration and production contact lists.
- Coordinates the hiring and scheduling of guest teachers and pianists for company class.
- Coordinate media, marketing & communications, photographers, camera operators, and guests with AD, Rehearsal Director, and dancers, during the artistic work day.
- Assists with letters of recommendation and other correspondence.
- Coordinate Audition Tour Logistics, advertising, venue procurement, scheduling, travel, attend the tour; retain and catalogue dancer resumes and videos, prepare letters of response.
- Assists AD and Rehearsal Director with all aspects of Local dancer auditions.
- Assists in recruiting dancers as required.
- Works with company Wardrobe Manager on the scheduling of fittings and costume runs.
- Attends production meetings.
- Arranges dancer hospitality during local productions.
- Documents all studio maintenance concerns and remedies.
- Coordinates complimentary ticket requests for dancers and guest artists/personnel.

Desired Skills and Qualifications:

- Diploma from an approved program in Arts or Office Administration or equivalent preferred.
- Demonstrated experience working in a progressive collaborative contemporary dance environment, performing arts company or equivalent preferred.
- Strong knowledge of Arts administrative practices and procedures.
- Demonstrated ability to work under pressure, multi-task, work independently with minimal direction, problem solve, take initiative, anticipate potential problems/conflicts and take appropriate actions, organize and prioritize work and meet deadlines.
- Proven ability in time management skills and with the ability to work with frequent interruptions and adapt to changes.
- Ability to work in cooperation with others within a team environment.
- Positive attitude, strong work ethic and inspiring presence.
- Knowledge of the Canadian, North American and international dance scenes.
- Ability to communicate effectively in written and spoken English with additional languages an asset.
- Demonstrated ability in handling and disclosing of sensitive or confidential information.
- Intermediate computer skills with current software applications (Word, Excel, database).
- Demonstrate ability to operate standard office equipment.

The above list is not exclusive or exhaustive and the Artistic Assistant will be required to undertake such duties as may reasonably be expected within the scope of the position. All members of the Company are required to be professional, co-operative and flexible in line with the needs of the Company.

Reports to: Artistic Director

Salary is competitive for arts administrative assistants.

Please send your CV and letter of intent by noon on September 8, 2017 via email to: info@balletbc.com, Attention: Artistic Director