

B A L L E T
B A L L E
B A L L
B A L
B A
B C

POSITION: Artistic Assistant
REPORTS TO: Director of Artistic Operations
JOB TYPE: Contract, 40 hours per week
CONTRACT TERM: November 2023 - April 12, 2024 with possibility of extension

THE COMPANY

Ballet BC is an internationally renowned creation-based contemporary dance company led by Artistic Director Medhi Walerski. Deeply committed to presenting new work by established and emerging choreographers in addition to acclaimed repertoire, the 20-dancer company performs today's most sought-after Canadian and international choreography. Ballet BC tours regionally and internationally to its regular performance season at the Queen Elizabeth Theatre in Vancouver, and is a leader and resource in the community through dance education opportunities, community and audience outreach, and professional development activities which serve to provide greater access to our art form.

The largest dance organization in British Columbia, Ballet BC is located on culturally vibrant Granville Island in the heart of Vancouver, situated on the traditional, ancestral and unceded territory of the Coast Salish peoples—the Skwxwú7mesh (Squamish), Stó:lō and Səl'ílwətaʔ/Selilwitulh (Tsleil-Waututh) and xʷməθkʷəy̅əm (Musqueam) First Nations. Recognized as one of the world's most livable cities, Vancouver is surrounded by wild, natural beauty.

THE POSITION

Ballet BC is looking for a contract Artistic Assistant to help our Artistic team through a busy season. This role will work closely with our Company Manager and Artistic Administrator getting a behind the scenes look at how a dance company runs. The role will also support our MOVE program of adult dance and movement classes at our new Granville Island facility.

As a Ballet BC employee, you would have access to the following perks:

- Tickets to Ballet BC performances
- Access to our private, in-house fitness facility
- Discounted rates for classes (ballet, yoga, pilates, etc)
- Discounted staff parking at Granville Island

KEY RESPONSIBILITIES

- Supporting the Artistic Administrator in preparing work visa documentation and letters.
- Assisting the Company Manager with the daily dancer schedule and audition applications/processes for new dancers.
- Assisting the artistic team with financial processes such as cheque requisitions, per diem requisitions, expense reimbursements and credit card reconciliations.
- Completing research tasks as needed.

- Assisting with class registrations for Ballet BC's MOVE program. This may include checking in students, taking payments for drop in classes, answering general class inquiries and communicating with students/teachers about any schedule changes or make-up classes..
- Providing backup for reception/class administration during breaks or staff absences.
- General admin support for the department.

QUALIFICATIONS

- Demonstrated skills customer service and admin
- Experience with Microsoft Office
- Experience with booking or scheduling software is an asset
- Knowledge of cash handling and payment processing procedures is an asset
- Possesses flexibility, ability to multi-task, prioritize and problem-solve independently, as well as collaboratively.
- Comfortable working in a lively, fast paced environment

Compensation: \$21.00 per hour

Please send your resume and cover letter by 5pm on November 10, 2023 via email to hr@balletbc.com.

Ballet BC is an equal opportunity employer that fosters an inclusive, equitable and accessible environment. We thank all applicants for their interest in Ballet BC; however, only those candidates selected for an interview will be contacted.