



POSITION: Artistic Coordinator
REPORTS TO: Senior Touring & Company Manager
JOB TYPE: In Person, Full-Time, 40 hours per week
LOCATION: Granville Island Office/Studios

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 22-dancer company performs today's most sought-after Canadian and international choreography. Ballet BC tours regionally and internationally in addition 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 Sk̓wxwú7mesh (Squamish), Stó:lō and Səl'ílwətaʔ/Selilwitulh (Tsleil-Waututh) and xʷməθkʷəy̅əm (Musqueam) First Nations

THE ROLE

Ballet BC is seeking an Artistic Coordinator to support the smooth delivery of the organization's artistic activities by coordinating schedules, facilitating communications, and managing administrative processes across rehearsals, performances, and tours. Working closely with the Senior Touring and Company Manager, Associate Artistic Producer, Artistic Director and dancers, this role ensures seamless operations, timely decision-making, and compliance with logistical, financial, and documentation requirements.

This is an in-office position, and flexibility in working hours is required at times, due to the nature of live performances

The ideal candidate is a highly organized, detail-oriented, proactive, and self-driven individual with experience in the performing arts, capable of managing multiple priorities while contributing to a collaborative, solutions-focused team environment.

KEY RESPONSIBILITIES:

Scheduling & Operations

- Coordinate accurate and up-to-date daily studio and dancer schedules, and maintain a comprehensive annual calendar to enable efficient planning and seamless execution of rehearsals, performances, and tours.
- Assist in running professional and well-structured children's auditions for The Nutcracker, providing a positive experience for participants and efficient administrative support.
- Prepare and distribute accurate casting sheets to support smooth operations for local and touring performances.
- Contribute to the execution of local performances by providing reliable backstage coordination and support as part of the artistic team.
- Coordinate choreographic workshops and provide support to other departments for special events.
- Manage the timely and accurate preparation of Canadian work permit applications under the supervision of the Associate Artistic Producer, and assist the Senior Touring and Company Manager with international visa processes to ensure compliance and uninterrupted participation of artists and collaborators.
- Manage the booking of teachers, pianists, and wardrobe fittings efficiently to support the rehearsal process.

Collaborator Relations and Communication

- Ensure clear, timely, and well-coordinated communication with company artists, representatives, guest artists, health practitioners, and collaborators to support smooth artistic operations and alignment across stakeholders.
- Coordinate travel and accommodation for guest collaborators in a cost-effective, and well-organised manner that supports their engagement with the company.

Administrative and Financial Support

- Maintain accurate and up-to-date tracking of dancer information in collaboration with the Artistic team and HR to support payroll, compliance, and planning needs.
- Provide proactive administrative and research support to the Artistic department, contributing to efficient operations
- Support financial processes, including requisitions, expense reimbursements, credit card reconciliations, per diems, and royalty payments.

This list of responsibilities is not exhaustive. The successful candidate will be expected to undertake other duties reasonably within the scope of the role. All employees are required to maintain professionalism, flexibility, and a cooperative approach to support the needs of the Company.

SKILLS AND QUALIFICATIONS

- Previous experience in administrative coordination, scheduling, or operations support, preferably in a performing arts environment.
- Strong attention to detail and accuracy in administrative tasks and scheduling
- Excellent organizational and time-management skills, with the ability to manage multiple priorities and meet deadlines.
- Excellent written and verbal communication skills for clear coordination with artists, collaborators, and internal teams.
- Ability to work collaboratively in a fast-paced artistic environment and adapt to changing priorities.
- Proficiency with Microsoft Office, Google Workspace, and scheduling or administrative software.
- Familiarity with visa and work permit processes is an asset.

PERKS AND BENEFITS

- Comprehensive health coverage after successful completion of probation.
- Access to on-site health practitioners for wellness support.
- Access to on-site gym and sauna facilities.
- Access to studio rehearsal viewing.
- Complimentary Ballet BC tickets for Vancouver performances.
- Work at vibrant Granville Island, one of Canada's premier arts and culture destinations.

ADDITIONAL INFORMATION

Salary Range: \$47,000 to \$53,000 annually

Start Date: June 1, 2026

Applications will be accepted until April 20, 2026. However, we encourage interested candidates to apply early, as applications will be reviewed on a rolling basis.

To apply, please submit your CV and cover letter to: careers@balletbc.com.

Ballet BC is an equal opportunity employer committed to fostering an inclusive, equitable, and accessible work environment.