



THE POSITION

Reporting to the Artistic Director and or Artistic Associate, the Ballet Master/Mistress is responsible for coordinating the development and delivery of all company programming.

RESPONSIBILITIES

The following responsibilities are the key job requirements of the Ballet Master/Mistress:

- Teach company class and warm-ups as well as classes at the School of Alberta Ballet if required.
- Advise the Artistic Director in the development, promotion and implementation of sound policies, procedures and objectives for the department.
- Assist the Artistic Director in effective use of artistic resources.
- Supervise the dancers of Alberta Ballet and ABII
- Assist in recruiting dancers and students, when required.
- Rehearse artists in the repertoire.
- Take performance notes and review them with the artists and the Stage Manager.
- Gain an understanding and knowledge of the Agreement between the Alberta Ballet and Canadian Actors Equity Association. (ABA)
- Produce, circulate and post the daily rehearsal schedule when needed. Produce, circulate and post all casting for ballets within timelines set by the Agreement between Alberta Ballet and Canadian Actors Equity Association.
- Coordinate the rehearsal activities of guest choreographers, teachers and other artists working with the dancers.
- Coordinate with local accompanists to play for all company classes.
- Supervise the audition, rehearsal and performance preparation of all local jobbers and trainees working with the dancers.
- Evaluate resumes' and DVDs and make a final list of dancers applying for Auditions.
- Provide administrative support as required by the Artistic Director.
- Communicate in a timely manner all casting changes to the appropriate personnel such as but not limited to the Stage Manager, Wardrobe Master, Director of Marketing and Communications, etc.
- Generate progress reports on each dancer during class, in rehearsals and onstage.
- Maintain artistic records and files and notate all ballets that enter the repertoire.
- Must be willing to tour extensively with the Company as needed.
- Other lawful and reasonable duties and responsibilities as may be assigned.

SKILLS AND QUALIFICATIONS

- Past experience as an accomplished principal dancer in a wide-range of



repertoire is essential

- Extensive experience in teaching professional, classically-trained dancers
- Extensive experience in rehearsing classical, neo-classical, and contemporary repertoire
- Experience in assisting choreographers during creation
- Experience in teaching master classes to dancers of all ages
- Extremely positive attitude and inspiring presence
- Thorough knowledge of union contract
- Sound interpersonal and team building skills
- Knowledge of dance history
- Basic computer skills (Microsoft Suite of programs)
- English required, additional languages an asset

RELATIONSHIPS

The Ballet Master/Mistress will ensure:

- Working partnership with the Ballet Master/Mistress, Artistic Director, Company Manager, Production Department, Stage Manager, and Wardrobe.
- Working collaboration with administrative staff.
- Foster relations and communication with a variety of interest groups, these include:
 - 1) The local and national artistic community;
 - 2) The School of Alberta Ballet; and
 - 3) The community at large.

OTHER DUTIES

- Act at all times in the best interest of the Ballet in promoting its artistic objectives.
- Develop a team oriented work environment in the department, which values staff input and builds on trust, consultation and shared information.

Alberta Ballet offers a dynamic, professional and rewarding work environment including competitive salary and benefits.

Those interested in applying are invited to submit a resume along with cover letter via email. This position begins September 1, 2015.

We thank all applicants for their interest. Only candidates selected for an interview will be contacted.

Submit Resume to samanthaj@albertaballet.com