



Our Mission: We create, perform, teach, and promote dance as an essential and inspiring element of our community.

Job Description

Children's, Adaptive Dance, and Adult Programs Manager - **School of Nashville Ballet**

Reports To: School Director

Area of Responsibility: Artistic

Wage Classification: Exempt

Position Summary: We are seeking a dedicated and innovative Children's, Adaptive Dance, and Adult Programs Manager to join our team. This multifaceted role encompasses the leadership and development of our Children's Division, the oversight of our Adaptive Dance program tailored for dancers with special needs, and the management of our Adult Ballet Program. The ideal candidate will have a strong background in dance education, experience with adaptive dance instruction, and a passion for community outreach. This position requires a unique blend of teaching expertise, administrative proficiency, and a commitment to creating inclusive and welcoming environments for all students. A key part of this role includes the coordination, management, and execution of our bi-annual recitals, showcasing the achievements of our students and the diversity of our programs.

Essential Functions and Responsibilities:

- Working with the School Director, develop and implement curricula for the Children's Division, Adaptive Dance, and Adult Program, ensuring a progressive, inclusive, and engaging learning experience that aligns with the school's mission and standards.
- Teach classes across these programs, demonstrating expertise in adapting teaching methods to accommodate different ages, abilities, and learning styles.
- Oversee the planning, coordination, management, and execution of the fall and spring recitals, including theme selection, choreography, rehearsals, venue logistics, and day-of operations, ensuring memorable experiences for participants and audiences alike.
- Work with our Community Engagement Manager to develop community outreach initiatives to promote program enrollment and engagement, working closely with local organizations, schools, and community groups to increase access to ballet education.
- Manage administrative duties related to program operations, including scheduling, enrollment processes, student evaluations, and faculty assignments.
- Serve as the primary point of contact for parents and adult students, providing regular updates, addressing concerns, and fostering a supportive community.
- Work with the School Director to manage the recruitment, training, and mentoring of faculty for the Children's Division, Adaptive Dance, and Adult Program, ensuring high-quality instruction and adherence to best practices in dance education.

- Collaborate with the marketing and communications team to effectively promote programs, highlight student achievements, and showcase the impact of dance education on personal and community well-being.
- Monitor budgets for each program, ensuring efficient use of resources and financial sustainability and work closely with the School Director for reporting, forecasting, and budget planning.
- Organize and participate in events such as recitals, open classes, and workshops, enhancing the visibility of the programs and celebrating the achievements of our students.
- Serve as an advocate to the students and parents of the School of Nashville Ballet to assure they maintain confidence in the value of the educational opportunities provided as indicated by their continued enrollment in our programs
- Work with the School Director to refine, develop, implement and evaluate School curriculum and syllabus maintaining training at the level of artistic excellence established by the Artistic Director of Nashville Ballet.

Physical Demands: The physical demands described here are a non-exhaustive list of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to handle, feel, talk, and hear. The employee is frequently required to stand, walk, and reach with hands and arms above the shoulder. The employee is frequently required to sit and occasionally stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the noise level in the work environment is usually low to moderate.

Work Requirements and Qualifications

- A minimum of 10 years of experience in dance instruction, with significant experience teaching children, adults, and individuals with special needs.
- Proven ability to develop and implement innovative dance curricula that cater to a wide range of students.
- Strong administrative and organizational skills, with experience managing educational programs.
- Excellent communication and interpersonal skills, with a proven track record of building relationships within the dance community and with the public.
- A commitment to diversity, equity, and inclusion in the arts, and a passion for expanding access to dance education.
- Bachelor's or higher degree in Dance, Dance Education, or a related field is preferred.

Disclaimer Statement:

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate description of the current job, or to require that other, or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workload, rush jobs, or technological developments).

To Apply: To be considered for this position, please email your cover letter with a resume no longer than 2 pages to careers@nashvilleballet.com. Include "Children's, Adult and Adaptive Manager" as the email's subject line. No phone calls, please.

Our Vision:

Nashville Ballet is an accessible and inclusive organization that creates community through excellent and innovative dance and dance education; is recognized locally, nationally, and internationally for artistry, community engagement, and financial sustainability; and is a rewarding and satisfying place to work.

Our Enduring Values

- We believe in the transformative power of art.
- We inspire appreciation for the art of ballet.
- We strive for excellence with integrity in all we do.
- We respect one another and the art form.

The understanding of and the ability to not only support but celebrate our culture is essential to each and every person at Nashville Ballet.

Nashville Ballet Diversity Statement:

Nashville Ballet is invested in creating a diverse, equitable, and inclusive community. We believe we can best achieve our mission by creating a climate of respect that is supportive of all voices, celebrating diverse stories, increasing arts access, and sparking communal discussion about our community and our world through our art form and our artistic programming. When considering the diversity of the Nashville Ballet community, we look at all aspects, including race, gender, age, socioeconomic status, special needs, geographic (rural/urban), and sexual orientation. However, Nashville Ballet recognizes the racial inequalities that have plagued the dance world for far too long and is deeply committed to educating our constituencies on systemic racism, engaging in antiracist work in every branch of our organization, and doing our part to abolish racial inequalities in ballet.

Nashville Ballet provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.