



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

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.

JOB DESCRIPTION FOR COMPANY MANAGER

Reports To: Director of Artistic Operations and Strategy

Area of Responsibility: Artistic, Production, Administration

Wage Classification: Exempt

Position Summary: The company manager acts as the administrative support for the organization in its mission to create, perform, teach, and promote dance as an essential and inspiring part of our community. This is achieved through logistical management, scheduling, and human resource support for the company and when appropriate, second company artists.

Essential Functions and Responsibilities:

- Oversee and provide support for Artists engaged by the organization by serving as Artists' primary contact within the organization – this includes being on site while Artists are in the theatre.
- Manage “onboarding” of new Artists, re-engagement, and non-engagement of current Artists including coordinating all evaluations, and contract issuing.
- Manage all immigration and work visas for the organization in a timely manner.
- Arrange all travel for visiting artists, as well as company members and staff for touring including airfare, hotel, per diem, and ground transportation.
- Track and manage sick leave, personal leave, and guesting for Artists.
- Maintain, distribute, and update annual dancer weeks of work, artist contact information, and dancer handbook.
- Manage all workers compensation issues including incident reports, transport to medical care, and monthly calculation of Artist work hours.
- Respond to inquiries, process, and oversee unemployment for company artists in conjunction with human resources and finance department.
- Work to encourage communication and a collaborative working environment.
- Serve as Administration point of contact for Artist needs- interview requests, event appearances, etc.
- Collaborate with the Rehearsal Directors to create the daily company schedule for the first and second companies.
 - Manage scheduling of rehearsals, costume fittings, in-studio performances, outside engagements, etc.
- Distribute contracts for designers and guest artists as well as process payments including per diem as outlined in the agreements. This includes providing a final review of all artistic related contracts, prior to distribution, to ensure consistency.
- Process license and service fees as dictated in Agreements.

- Ensure legal obligations are met regarding intellectual property (i.e., choreography, music rights).
- Coordinate and communicate with all musical guests, including The Nashville Symphony Orchestra, to ensure each performance, company class, and rehearsal, has all required accompaniment.
- In coordination with Director of Artistic Operations and Strategy, manage fiscal year budget for all artistic programming, and touring expenses.
- Track and report on annual Dancer and Artistic budgets.
- Manage all aspects of processing, projecting, and verifying Artists' payroll and other compensation, including guest artists.
- Proofing/copy editing programs and other materials as requested by the administration.
- Serve as Project Manager for special projects as assigned by the Director of Artistic Operations and Strategy.
- Assist Administrative staff with standard office duties.
- Perform additional duties and responsibilities as assigned.

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 accommodations 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 to those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the 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

1. Education: Bachelor's degree or equivalent experience
2. Knowledge, Skills, and Abilities:
 - a. Ability to provide leadership and manage employees
 - b. Ability to make decisions and solve problems
 - c. Ability to manage multiple tasks simultaneously
 - d. Word processing / spreadsheet skills
3. Excellent written and verbal communication and interpersonal skills
4. Experience: 5 years of professional arts administration, or equivalent in a similar field with like experience
5. Some travel may be required.

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:

Please send a cover letter and resume to careers@nashvilleballet.com with “Company Manager” in the subject line. No phone calls, please.

Nashville Ballet is an equal opportunity employer.