



Assistant Artistic Director

Reports to: Artistic Director

Classification: Full-Time, Exempt

Position Summary

The Assistant Artistic Director supports the Artistic Director in upholding the artistic and educational excellence of Ballet Lubbock. This role contributes to curriculum development, teaches upper-level students, stages and maintains choreography, and provides mentorship to both students and faculty. The Assistant Artistic Director also represents Ballet Lubbock in the community and assists with artistic planning and administrative coordination.

Key Responsibilities

Curriculum and Instruction

- Collaborate with the Artistic Director to research, design, update, and implement the Ballet Lubbock school curriculum.
- Teach ballet technique, pointe, variations, conditioning, and dance history to students ages 8–18, with a focus on advanced and pre-professional levels.
- Maintain high standards of classical ballet training while supporting a well-rounded dance education.

Rehearsals and Choreography

- Serve as a rehearsal director, maintaining choreography, musicality, and artistic standards across productions and performances.
- Assist in the creation, staging, and restaging of choreography.
- Support guest choreographers during residencies and rehearsals.

Student and Faculty Development

- Provide mentorship to pre-professional dancers, including guidance on auditions, summer intensives, competitions, and post-secondary pathways.
- Offer constructive feedback and support to both students and faculty.
- Assist with teacher training and facilitate monthly faculty check-ins.

Community Engagement and Administration

- Serve as an ambassador for Ballet Lubbock within the community.
 - Cultivate relationships with local school districts, universities, arts organizations, and community partners.
 - Support marketing and development efforts through public speaking, donor engagement, and event participation.
 - Assist with scheduling, casting, and artistic planning.
 - Maintain proficiency in administrative and scheduling systems including Google Suite, Dance Studio Pro, Skedda, and Microsoft Office.
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Minimum Qualifications

Education and Experience

- Bachelor's degree in Dance or a related field and a minimum of five years of teaching and choreography experience at the pre-professional level, OR an equivalent combination of education and professional experience.

Skills and Attributes

- Strong artistic vision with the ability to collaborate effectively with and support the Artistic Director.
- Deep knowledge of classical ballet technique and pedagogy; working knowledge of modern, jazz, and contemporary styles.
- Excellent rehearsal direction and leadership skills.
- Knowledge of professional dance standards and the international dance landscape.
- Strong communication skills with the ability to work effectively with students, parents, faculty, and community partners.
- Exceptional organizational, planning, and time-management skills with strong attention to

detail.

- Professional demeanor and collaborative spirit in a team-focused environment.
- Proficiency in Microsoft Office Suite, Google Workspace, and Dropbox.
- Ability to work evenings, weekends, and holidays as required by rehearsal and performance schedules.

Physical Requirements

- Ability to demonstrate dance technique and lead classes and rehearsals.
- Ability to commute to and from the studios daily.

Compensation and Benefits

Base salary begins at \$60,000+, commensurate with experience and qualifications. Ballet Lubbock offers a competitive benefits package including health insurance, paid time off, and professional development support.

To Apply

Please submit a cover letter, resume, and three professional references to:

Executive Director Helen Duncum – helen@balletlubbock.org

Artistic Director Lily Balogh – lily@balletlubbock.org

Equal Opportunity Employer

Ballet Lubbock provides equal employment opportunities to all employees and applicants and prohibits discrimination or harassment of any kind based on 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 law. This policy applies to all aspects of employment including recruitment, hiring, promotion, termination, compensation, and training.