

PACIFIC NORTHWEST BALLET

JOB DESCRIPTION

DEPARTMENT: PNB School & Artistic

JOB TITLE: Managing Director PNB School

REPORTS TO: Artistic Director/PNBS Artistic Director

Pacific Northwest Ballet values equity, diversity and inclusion as guiding organizational principles. We seek to reflect and embrace our community, and provide a welcoming and inclusive environment where artists, audiences, students, staff and volunteers of all backgrounds learn, collaborate, and participate for the benefit of all. PNB strives to be an arts organization that is relevant, accessible and welcoming to everyone.

SUMMARY

This position serves as an ambassador for Pacific Northwest Ballet School (PNBS) and Pacific Northwest Ballet. This position is responsible for implementing the mission of PNBS and the artistic vision of the Artistic Director by ensuring the school's artistic and financial success. PNBS Managing Director is responsible for the overall administrative and operational functions of a ballet school, including managing student enrollment, scheduling classes, overseeing instructors, handling finances, marketing the school, maintaining facilities, enhancing PNBS's fundraising capabilities, ensuring a positive student and family experience, and embracing and driving I.D.E.A initiatives, all while upholding the artistic integrity and standards of PNB's ballet training curriculum.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for the day-to-day operations of all aspects of PNBS and its 900+ students.
- Manages School Principals, administrative staff, faculty and accompanists to ensure effective coordination of PNBS.
- Uphold the vision of the Artistic Director in all PNBS matters.
- Represent PNBS to the public, the PNBS families and board of trustees.
- Along with Artistic Director, develop and implement strategic plan for PNBS.
- Along with Artistic Director and School Principals develop curriculum and plan scheduled in coordination with artistic and technical standards as set forth by the Artistic Director.
- Prepare and manage budgets.
- Serve as liaison with PNB Education Committee, Parent/Guardian Association, and mentorship, wellness and consulting staff.
- Oversee all income and expenses for the school.
- Monitor and oversee all communication with student's families including Professional Division.
- Oversee and create annual PNBS calendar.
- Schedule and implement national audition tour while keeping ideals of I.D.E.A in the forefront.
- Manage Summer Course enrollment to maximize revenue.
- Manage teacher staff and contracts for Summer Course.
- Work with Artistic Director and Principals on Teacher's Seminars.
- Plan and lead regular faculty and staff meetings.
- Participate and occasionally lead student conferences.
- Serve on DanceUSA School Affinity Group.
- Chair the PNBS Financial Aid Committee to evaluate and award scholarship dollars to students/families.

- Oversee faculty in their student evaluations including participating in student evaluations and determining student promotions.
- Oversee and monitor day-to-day operations for all school levels and programs including Creative Movement/Pre-ballet, Level's I – V, Upper Levels VI – VIII, Professional Division, Open Division and Conditioning Program.

Working Relationships

- Artistic Director: work closely with and report to
- PNBS Principals: work closely with and support the Principals
- Director of Access Programs: work closely with and support
- Director of Community Education: work closely with and support
- Artistic Staff: work closely with on specific PNBS-Company projects and programs
- Faculty & School Staff: directly manage
- Development: work closely with Development Director(s) regarding fundraising activities and projects
- Marketing & Advancement Officer: work closely with regarding marketing and public relations activities and projects, digital enrollment, social media presence, and website
- CFO: works closely with in budgeting process, Finance and Board Committees reporting and Tessitura updates
- Executive Director: work closely with to ensure alignment between PNBS and Company, shared priorities around strategic oversight and organizational culture

QUALIFICATIONS & SKILLS REQUIRED

- Minimum 5 years related experience in a professional environment with progressive responsibilities including supervising staff and budgeting.
- Education and/or previous work experience in a relevant field.
- Proven ability to supervise staff and manage operational functions; ability to plan and manage multiple projects.
- Proven ability to establish trusting relationships with students, parents, colleagues, and varying levels of leadership.
- Demonstrated ability to effectively communicate with staff, students, and families.
- Demonstrated ability to collaborate effectively to achieve common goals.
- Strong problem-solving skills, ability to analyze issues and create appropriate action plans.
- Proven ability to work independently; strong self-motivation and effective time management skills.
- Communicate effectively: speak, listen, and write clearly.
- Proficiency in using the latest versions of Microsoft Suite and video conferencing software; experience with Tessitura is beneficial.
- Personal qualities of integrity, credibility, and a commitment to and passion for the PNBS's mission.
- Prior experience working with students ages 7 and above
- Exhibit strong sense of leadership, self-confidence and comprehensive knowledge of classical ballet technique
- Public speaking skills
- Demonstrated knowledge of different teaching styles and syllabuses
- Clear knowledge and understanding of ballet vocabulary
- Reliable, accountable, responsible, adaptable and flexible
- Professional and resourceful, with the ability to work independently and as a collaborator, to take initiative and manage multiple deadline-driven tasks and projects simultaneously

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Individuals may need to sit, stand, walk and/or climb stairs as needed.
- Prolonged periods of sitting at a desk and working on a computer
- May require walking primarily on a level surface for intermittent periods throughout the day.
- Frequently required to reach with hands and arms, including reaching above shoulder height, below the waist or lifting as required to file documents or store materials throughout the workday. Proper lifting techniques required.
- May include lifting, carrying or moving up to 25 pounds
- Use hands to finger, handle, or feel; and requires ability to speak or hear
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- The noise level in the work environment is usually moderate

Pay Range: \$118,000 - \$128,000; Salaried, Exempt

Travel: Travel is primarily local during the business day between the Seattle and Bellevue PNBS locations. In addition, extensive travel is required for PNBS Audition Tour for 6 weeks in January and February each year.

PNBS Hours: PNBS is open 6 days/week, Mon-Sat; hours M-F open 8am – 9pm; S open 8am – 5pm.

Benefits: This is a full-time, benefits eligible position. Go to <https://www.pnb.org/aboutpnb/employment/pnb-perks/> for more information

Send resume and cover letter to apply@pnb.org