



BalletX

Rehearsal Assistant Job Description

BalletX seeks an energetic, technique-driven artist and administrator to serve as the company's first Rehearsal Assistant.

BalletX, led by Artistic & Executive Director Christine Cox, is recognized as a "place of choreographic innovation" (*The New Yorker*) for producing over 100 world premieres by more than 60 choreographers in its 15-year history, a record "few companies can match" (*The New York Times*). The company's streaming platform, BalletX Beyond, launched in September 2020 in response to the COVID-19 pandemic, has produced dance films by choreographers from around the world, reaching subscribers in 26 states and 7 countries and earning a reputation for "revolutionizing virtual performance" (*Harper's Bazaar*). In addition to commissioning new works for stage and film, BalletX offers a number of education and community programs designed to bring its home city of Philadelphia and the nation closer to dance. Learn more about the company at www.BalletX.org.

The Rehearsal Assistant will serve as a liaison between the company's dancers and its artistic and administrative team and collaborators. They will be responsible for leading and supervising rehearsals and company classes; assisting choreographers as they create world premiere work; teaching BalletX repertory; coordinating rehearsal scheduling; and encouraging rigor, excellent technique, and the highest level of artistry in BalletX's company dancers and dance fellows. This role reports directly to the Associate Artistic Director and works across BalletX's small, close-knit team to ensure that artistic operations run smoothly.

The ideal candidate will be a compassionate and composed individual with an intimate technical knowledge of ballet, a strong work ethic, an ability to adapt quickly to changing needs and priorities, excellent interpersonal skills, and a commitment to cultivating and maintaining the artistic excellence and well-being of BalletX's dancers.

This position is full-time with a salary range of \$55,000-\$75,000 and accompanying benefits. Salary and the position's title are commensurate with experience. BalletX is an equal opportunity employer.

Responsibilities (including but not limited to):

COMPANY SUPERVISION

- In collaboration with Artistic leadership, oversee the dancers and dance fellows in company class and rehearsal to ensure their artistic growth and development, and to promote positivity and well-being.
- Work with Artistic leadership to maintain the overall artistic quality and standards of BalletX's dancers, repertory, and performances.
- Work with Artistic leadership to evaluate and develop the dancers and dance fellows as artists and team members, including providing constructive feedback to enhance their technique, performance quality, and interpersonal skills.

- Teach company class on a regular basis and rehearse the dancers to prepare for all productions, including mainstage performances, community performances, and various tours.
- Assist guest choreographers and collaborators in the studio, including taking notes and cleaning/refining choreography.

ADMINISTRATION

- Assist Associate Artistic Director in developing, distributing, and successfully implementing daily, weekly, and monthly company schedules for rehearsals, performances, and touring.
- Coordinate costume fittings, alterations, and repairs with costume designers and builders, and assist in costume archiving and storage.
- Oversee the purchasing of pointe shoes for company dancers and dance fellows.
- Film rehearsals and run-throughs, and maintain an organized archive of footage.
- Attend company meetings as requested.
- Represent BalletX to the public and stakeholders at internal and external events, performances, and tours, and act as a BalletX liaison to cultivate patrons and donors.

Qualifications

- 10+ years' experience as a ballet dancer or ballet instructor in a professional dance company or university setting
- Proven experience in successfully teaching and staging ballet repertory at the highest standards
- Intensive knowledge of a wide range of dance techniques, with a primary focus on ballet
- Ability to physically demonstrate or explain difficult contemporary ballet choreography
- Proven ability to motivate dancers and to approach working relationships with positivity, good humor, trust, and a can-do spirit
- Demonstrated project management and problem-solving skills, with strong attention to detail
- Proven ability to work independently, juggle multiple priorities and complete responsibilities in a fast-paced environment
- Proven ability to develop and maintain effective work relationships with internal and external stakeholders
- Excellent oral, written, and interpersonal communication skills
- Team player who is ready to hustle and pitch in wherever necessary

To Apply

To apply, please send your cover letter and resume or CV to Tara Keating, Associate Artistic Director, at tkeating@balletx.org. Please include the following in your email's subject line: "Rehearsal Assistant Application" and your full name.