

Job Announcement  
GCB Artistic Director  
January 1, 2018

**Organizational Summary**

Garden City Ballet (GCB) is a non-profit performing arts organization dedicated to producing *The Nutcracker* ballet. The organization also offers scholarship opportunities to local dancers and hosts summer dance workshops. Using over 100 local dancers ages 7 to adult, plus invited guest professionals, GCB has been providing high quality classical ballet to the Missoula community for over 30 years.

**Position Description**

The primary role of the Artistic Director is to work successfully with the Administrative Director and Board of Directors to ensure the highest quality artistic presentation of *The Nutcracker*, which is the main program of Garden City Ballet.

The Artistic Director is responsible for conceiving, developing and implementing GCB's artistic vision, programing, and outreach activities. Specifically, the Artistic Director will work collaboratively and professionally to create positive, inspiring, and educational experiences for dancers, choreographers, professionals, audiences, and the broader Missoula community. The Artistic Director is expected to foster partnerships in the community that fulfill GCB's mission.

It will be left to the discretion of the Artistic Director to determine the annual composition of the Artistic Team. The Artistic Director may choose to hire a different choreographer for each variation, may wish to choreograph the entire ballet on his/her own, or may decide on anything in between these two scenarios. Broad studio representation provides an opportunity for many voices to work together, thus enriching the community aspect of our organization and production. Yet, there is the reality that a cohesive, unified presentation may be compromised with multiple independent visions, expectations, standards, and artistry. The Board will leave these decisions to the Artistic Director.

In summary, the Artistic Director will be the primary voice in establishing the future artistic vision of GCB and shall have final authority on all choreography, casting, narrative, costumes, sets, lighting, production, and rehearsals. The Artistic Director will work closely and in collaboration with all members of GCB's staff, and is invited to attend or provide timely updates for Board meetings.

The most competitive candidate for the Artistic Director position will be an emerging or established classical ballet choreographer. Candidates who have not previously held Artistic Director positions will be considered, but applicants will ideally have experience in management and/or administration with a demonstrated record of successful artistic leadership.

Candidate assessment will also be based on competency in the following specific areas:

### **Production Experience and Communication Skills**

- Manage Nutcracker auditions, including: date, location, schedule, casting committee
- Hire independent audition adjudicator
- Determine final casting, and field all casting inquiries/concerns
- Select, supervise, collaborate with, and provide evaluation to choreographers
- Hold pre-season meet and greet with choreographers
- Hire and welcome professional guest artists
- Participate in parent/cast meetings
- Develop rehearsal schedules
- Monitor attendance of dancers and be responsible for any needed casting changes
- Monitor progress of choreography throughout the season
- Teach warm-up classes (or assign classes to choreographers)
- Work with dancers of all ages and ensure readiness of entire cast for performances
- Conduct production meetings, as needed, to ensure effective communication
- Rehearse and/or choreograph select variations
- Oversee costume fittings (especially Party Scene gowns and classical tutus)
- Oversee and collaborate with all designers, including: costume, set, lighting, technical director
- Evaluate inventory of costumes, props, sets
- Finalize all backdrop, costume, scenery and props rental or purchase (with budget approved in advance by Executive Director)
- Solicit bids and confirm selection/hire of production company (i.e. Montana Pro Audio); review contract and provide direction to the Board
- Provide direction to and work closely with the facilities manager of the Montana Theater, production crew, technical director, videographer, photographer
- Coordinate scenery load-in and load-out with Technical Director (i.e. Torg)
- Attend entire tech week and all performances to work with cast, crew and staff
- Conduct pre-show welcome and announcements
- Maintain excellent communication with staff, Board, parents, dancers, other professionals in the dance community, and the general public
- Coordinate and attend mutually agreed upon publicity opportunities and interviews
- Work with administrative staff on marketing materials

### **Personal Skills and Experience**

- Accomplished ballet artist
- Strong classical ballet staging and producing skills (i.e. responsible for deciding cues for lighting, curtain, sound, sets, and props)
- Skilled teacher and coach with ability to maintain high artistic standards
- Excellence in teaching young children
- Proven ability to work collaboratively with other artists and administrators
- Effective communication with parents, dancers, and the community
- Understanding of working with a nonprofit organization

## Application Process

Deadline: January 21, 2018

All applicants will initially be peer reviewed, then the top candidates will be contacted by the GCB Board (no later than February 1).

Electronically submit the following materials to: [info@gardencityballet.org](mailto:info@gardencityballet.org)

- Cover Letter
- Resume
- Statement of Philosophy - Please address the following points:
  - serving the educational needs of young children and developing dance artists
  - working with professional theater artists
  - nurturing dancers who are learning to perform in a large-scale, semi-professional Nutcracker, while at the same time maintaining the highest quality artistry and excellence in classical ballet
- Please share your vision for this classical ballet (i.e. from what you know about GCB's Nutcracker, what would you maintain/change about the story and narrative? How do you envision serving all of the ages and skill levels of our population?)
- Three (3) references (including name, email, phone, and length/nature of your relationship) should be submitted (or) available upon request
- Sample(s) of original choreography (i.e. link to website, or digital media file) should be available upon request