

Hiring Process for Artistic Director

January 1, 2018

January 1 - 21

- 1) January 1 - Advertise job vacancy with detailed job description
 - a. Post on GCB website and Facebook
 - b. Email to Nutcracker distribution group
 - c. Mail/deliver hard copy to local dance studios (listed below)
 - d. Post through MDAA (if possible)
- 2) Applicants shall submit materials electronically to: info@gardencityballet.org
- 3) Deadline to apply: January 21, 2018, 12:00 midnight (Mountain Time)

January 22 - February 1

One (1) representative, identified by each of the following studios, will be invited (by email) to independently review all applications. Each studio will be responsible for submitting the reviewer's name and email address to: caroline@gardencityballet.org. If no representative is identified by January 22, it will be assumed that the studio has decided not to participate in this review process. Each reviewer may submit up to (3) (ranked if possible) nominations to the GCB Board.

- Ballet Arts Academy
- Downtown Dance Collective
- On Center Performing Arts
- Rocky Mountain Ballet Theatre
- Show Tyme Academy
- University of Montana, School of Theatre and Dance / Dance Program

At the discretion of the Board, applications may also be reviewed independently by:

- any member of GCB's current or former staff
- invited member(s) of the statewide Montana Dance Arts Association

No individual who is currently applying for the position of Artistic Director will be allowed to review applications or make recommendations to the Board.

February 1 - 15

GCB Board member(s) conduct phone or in person interviews (as needed). The Board may also solicit input from others, including current or former GCB staff members: Artistic Director, Administrative Director, Stage Manager, Costume Designer, and Technical Director.

February 16 - March 1

Board makes official offer, and signs contract with new Artistic Director.