

Position Opportunity

General Manager, The Washington School of Ballet The Washington Ballet Washington, DC

The Washington Ballet welcomes applications and nominations for the position of General Manager of The Washington School of Ballet, available in early 2022.

The Company

The 2021-22 Season marks the 45th Anniversary of The Washington Ballet (TWB) and the fifth season led by the Company's internationally acclaimed Artistic Director, Julie Kent. Deeply committed to the development of the dancer and the art form, Kent provides leadership, vision, and oversight to all aspects of the Company and The Washington School of Ballet and ensures full integration of the Company and the School to provide the highest level of dance training to students.

Developing young dancers has always been central to TWB's mission. The professional company of today grew from the success of The Washington School of Ballet (TWSB), which was co-founded in 1944 by the legendary ballet pioneers Mary Day and Lisa Gardiner.

The Washington School of Ballet is recognized nationally and internationally for its excellence in classical training and dance education. Its operations span two campuses in four buildings: a Northwest Campus with 10 studios located at three buildings at 3515 Wisconsin Ave, Cathedral Commons, Van Ness Studios, and three studios at THEARC (Town Hall Education Arts Recreation Campus) in Southeast Washington DC. Each year, more than 800 students attend the campuses in Northwest DC and 300 students attend the Southeast DC campus at THEARC.

TWSB's programming includes: Creative Dance for ages 3.5 to 5; Pre-Ballet Program for ages 5 to 8; Leveled Programs for ages 8 to 18; a Professional Training Program; and adult classes. TWSB also offers a Summer Intensive Program that draws students from around the world. And TWSB students have the unique opportunity to perform with TWB's professional company in the annual production of *The Nutcracker*.

The Board of Directors has fully endorsed Kent's long-term vision for The Washington Ballet to continue building and developing the company repertoire, to expand community engagement efforts, and to lead The Washington Ballet to an ever greater level of excellence. The Company is deeply committed to growing the next generation of dancers by providing exceptional training through the school and professional training programs at The Washington School of Ballet. With Kent's leadership, The Washington Ballet is well positioned for the future to realize even greater expectations in the nation's capital and beyond.

The Position

The General Manager of The Washington School of Ballet provides business leadership and, management to the School, its students, its faculty, and other internal and external stakeholders. Reporting to Managing Director Patrick Mühlen-Schulte, the General Manager works in close collaboration with Artistic Director Julie Kent and school faculty. The GM maintains a positive, safe, and supportive

environment that allows the Artistic Director, faculty, and artistic staff to do their best work and enables students to reach their full potential.

The General Manager ensures that TWSB is appropriately staffed to support the students and faculty in the School's divisions and programs. The GM is responsible and accountable for all aspects of TWSB's operations and administration, including: strategic planning; budgeting and financial oversight; student recruitment and enrollment processes; recruitment, engagement, and oversight of administrative staff; scheduling; facilities management; health services and human resources management; administration of scholarships and student assistance; marketing and public relations; internal and external communications; student performances; and community engagement. The GM facilitates the internal processes for the recruitment of TWSB faculty and artistic staff and development of the curriculum.

The General Manager is a member of TWB's executive leadership team that reports to the Managing Director and participates in the overall management of the Company. The GM ensures that TWSB meets and exceeds goals for enrollment and earned revenue from tuition and fees. The GM is an advocate for TWB and TWSB with private and public funders and supports the overall fundraising efforts of TWB.

The General Manager champions the principles of equity, diversity, and inclusion in dance by nurturing dancers of varied backgrounds and participating in the dialogue about diversity within the larger dance community. The GM ensures that the administrative policies and processes of TWSB reflect the Company's commitment to equity, inclusion, and access.

The General Manager develops, maintains, and manages the master calendar for TWSB in coordination with TWB. The GM maintains regular communication with the Artistic Director and ensures that the AD has timely and accurate information for appropriate oversight and decision-making about faculty, curriculum, and artistic staff. The GM maintains effective communication with parents and other external stakeholders of TWSB and responds promptly to questions and concerns.

The General Manager oversees the smooth operation of TWSB's activities at its several facilities including: the school building at 3515 Wisconsin Ave NW; Cathedral Commons; Van Ness Studios; and THEARC in Southeast DC. The GM produces and oversees student performances. The GM maintains a regular on-site presence at the four facilities.

The GM is an active member of the Washington arts and education community and a visible representative and articulate spokesperson for TWSB and TWB.

Candidate Profile

The ideal candidate will be a visionary leader and skilled administrator with significant successful experience managing a professional education program in the performing arts. Experience managing a program that trains young dancers in classical ballet and a thorough knowledge of the forms and techniques of classical ballet will be considered a key asset.

The successful candidate will be a strategic thinker with excellent planning and management skills and the proven ability to build, monitor, and balance operating and project budgets. The candidate will have successful experience recruiting, motivating, supervising, and evaluating high performing administrative personnel and supporting internationally renowned faculty and artistic staff. The candidate will have a strong track record for student recruitment and achieving enrollment goals.

The candidate will have a deep personal commitment to the principles of equity, inclusion, and access and the demonstrated ability to work effectively with a diverse group of stakeholders, including students,

parents, faculty members, board members, administrative staff, patrons, donors, and dance enthusiasts of all ages.

The successful candidate will have excellent interpersonal skills with an ability to work effectively with parents and families and to assist faculty in mentoring students who are seriously pursuing professional careers as well as those whose aspirations are purely avocational. The candidate will be a strong and inspiring presence with the proven ability to motivate colleagues and students to strive for excellence.

The successful candidate will be a person of maturity, integrity, and ethical standards. The candidate will be a person of high energy with the ability to manage competing priorities and multiple deadlines. The candidate will be an effective team leader, team builder, and team player. The candidate will be an active listener and creative problem solver. The candidate will be optimistic, empathetic, and kind.

The successful candidate will be able to accept a work schedule that includes evenings and weekends and will be able to drive between TWSB campuses on a regular basis.

Compensation

The annual salary for this position is \$90,000 to \$120,000 depending on qualifications and experience. TWB offers a competitive benefits package.

Applications

The Washington Ballet is committed to diversity, equity, and inclusion in all facets of the organization and welcomes applications from all qualified candidate regardless of age, race, gender, sexual orientation, disability, religion, or national origin.

Please send a cover letter outlining your specific interest in The Washington Ballet and your qualifications for this position. Include a resumé, salary requirements, and contact information for at least three references. Electronic submissions are requested. All applications will be treated as confidential and references will not be called without the candidate's prior knowledge and agreement.

The position will remain open until filled. Please send materials to:

The Washington Ballet
c/o Catherine French Group
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Washington, DC 20007
applications@catherinefrenchgroup.com

Please submit material in Adobe PDF or Microsoft Word format, only