

DBDT: *ENCORE!* ARTISTIC ASSISTANT

Job Description

Status: Full-Time, Non-Exempt



ABOUT DALLAS BLACK DANCE THEATRE

Dallas Black Dance Theatre is an internationally recognized professional dance company that presents contemporary modern dance from the African American experience.

JOB SUMMARY

The DBDT: *Encore!* Artistic Assistant will assist the DBDT: *Encore!* Artistic Director in the development and training of an ensemble of ten professional dancers whose programs will represent a high standard of excellence representing Dallas Black Dance Theatre, Inc.

KEY RESPONSIBILITIES (NOT ALL INCLUSIVE)

- Train and motivate DBDT: *Encore!* dancers to maintain and elevate technique and artistic standards
- Teach company class, oversee rehearsals, assist with re-staging choreography, staging new choreography and creation of new choreographic works, when assigned
- Ensure and maintaining the highest possible presentation and production standards
- Assisting with sound at performances, laying of marley dance floor, coordinating audio during rehearsal, videotaping, and securing video and music approvals
- Scheduling, communications, and administrative support which includes dissemination of information, preparing company schedules, dancer sign-in sheets, communication of dancer needs to *Encore!* Director and assist in taking notes for choreographers
- Aiding with research, contacts, booking of venues, securing performances, arranging, and managing transportation, accommodations, and travel support, and any other support needs for off-site performances
- Costume maintenance and preparation which may include selecting, ironing, packing, washing, mending, transporting, and inventory tracking and maintenance
- Attend designated meetings and represent DBDT at community, fundraising and publicity events, when required
- Maintain the policies and goals set by Dallas Black Dance Theatre's Board of Directors
- Other duties assigned by the DBDT: *Encore!* Artistic Director

QUALIFICATIONS

- Professional experience in production planning/direction, artistic leadership, and ballet, modern, Jazz, and African choreography.
- Demonstrate skills in choreography, teaching, and leadership of similar arts organizations
- Exceptional modern teaching skills as well as other techniques such as ballet, jazz or African
- Demonstrated experience working in a progressive collaborative modern dance environment, performing arts company or equivalent, preferred
- 4-6 years of own personal choreography experience
- 2-4 years of progressively challenging leadership and/or management responsibilities
- Experience working collaboratively with many different business partners, staff levels, and the community
- Intermediate computer skills with Microsoft 365
- Excellent verbal and written communication skills that include the ability to write effective business memos and correspondence.
- Ability to solve problems in a strategic and tactical manner and use good judgment in making decisions
- Able to work flexible schedules including evenings, weekends, and some holidays
- Bachelor's Degree, preferred
- Minimum of three years of relevant work experience

COMPENSATION

Salary based on experience. Dallas Black Dance Theatre's benefits include employer-provided health, dental and vision insurance, life insurance, and a retirement plan.

To apply for this position, email your cover letter, resume and salary requirement to jobs@dbdt.com. No phone calls, please.