



ROYAL BALLET SCHOOL

ARTISTIC MANAGER INTENSIVE COURSES AND AUDITIONS (UK)

OVERALL PURPOSE OF THE POST

To be responsible for the set up and delivery of intensive training courses in the UK for students aged 10-19, managing the programming, teaching, scheduling and timetabling of each course and for organising and delivering auditions held in the UK. This role is part of the artistic management team which reviews and develops all artistic initiatives across the Royal Ballet School.

SUMMARY OF THE ROLE

This role line manages the coordinators and administrators employed to deliver both Intensive Courses and Auditions in the UK, along with the budget for each programme ensuring the delivery of the agreed financial returns. Taking responsibility for the day to day artistic and administrative operations relating to the Intensive Courses run over one week in Spring and five or six weeks over the Summer, as well as curating additional short intensive courses including online programmes where applicable. The role is also responsible for UK auditions, providing support to the Artistic Director in the identification of individuals who may be of a standard to enter the School on a full-time basis or to merit a short-term scholarship or place on one of the Schools' courses.

CONTRACT TERMS

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| Rate of Pay | circa £45,000 per annum |
| Hours | As necessary to carry out duties, minimum of 35 hours per week, with evening and weekend work compensated by TOIL |
| Location | White Lodge, Richmond Park |
| Line managed by | Head of Training and Access |
| Line manages | Intensive Course Team Manager, Auditions and Admissions Manager, freelance staff |
| Key contacts | Artistic Director, Head of Training and Access, Artistic Managers, Commercial Director, Chief Operating Officer, Artistic and pastoral staff |
| Budgetary responsibility | circa £500,000. |

SAFEGUARDING DUTIES AND RESPONSIBILITIES

The School is committed to safeguarding and promoting the welfare of children and young people and recognises that safeguarding and promoting the welfare of children is **everyone's** responsibility. The School expects all staff and volunteers to share this commitment to children's safeguarding and to share this child-centred approach. This approach means that staff must consider, at all times, what is in the best interests of the child. Additionally, the following is expected of all staff:

- To uphold the School's policies relating to safeguarding and child protection, behaviour, health and safety and all other relevant policies
- To promote and safeguard the welfare of children and young persons for whom you are responsible, and come into contact with
- To report any safeguarding concerns using the relevant channels, such as informing the Designated Safeguarding Lead, in a timely and appropriate manner
- To ensure full compliance with all statutory regulations, in particular the most recent Keeping Children Safe in Education, and communicating concerns to the Designated Safeguarding Lead, other relevant staff of The Royal Ballet School or local children's services as appropriate.

MAIN DUTIES

This list should be seen as illustrative rather than prescriptive

INTENSIVE COURSES

- To successfully plan and deliver the RBS Spring Intensive and the five/six-week Summer Intensive Courses at both White Lodge and Upper School with the last two weeks of the Summer Intensive aligned to the Royal Ballet
- To effectively investigate and set-up additional RBS intensive courses in the UK with the intention to raise access to RBS training and style, additional funds, the Schools' profile and to offer a RBS standard and experience
- To successfully manage and lead a team of staff to coordinate and run each course and in doing so, utilise our existing team and Royal Ballet alumni
- To effectively utilise the RBS property to facilitate additional courses but equally to considerately work with the operations team so as to accommodate necessary repairs and maintenance to the school infrastructure outside of school term dates
- To review the application process for each course and select candidates based on a criteria pre agreed with the Artistic Director
- To teach on the intensive courses and on occasion in the School
- To represent the RBS brand and standards at all times
- To ensure financial rigour on each project and to deliver a profit within specified annual guidelines
- Any other duties as may reasonably be required and that fall within the scope and range of the job.

AUDITIONS

- To lead the auditioning of students for the RBS in the UK
- Ensure that the school operates an up-to-date auditions process to deliver an excellent experience for each student interested in the RBS
- Work closely with the Artistic, Commercial, Communications and Training & Access teams to communicate and promote events for prospective students
- To review the application process for each audition and select candidates based on a criteria pre agreed with the Artistic Director
- Running the annual Audition Insight Day
- To manage the short-term visits of potential students to the School, ensuring they train with the appropriate classes and meet with representatives of the Academic and Healthcare teams
- With the Head of Training & Access, seek to promote the profile of the School, facilitating opportunities for all dancers to audition, with the aim of attendance at an audition being a stand-alone event as well as a selection process for talented dancers to enter the Royal Ballet School

PERSON SPECIFICATION

ESSENTIAL CRITERIA

- Well-developed and up-to-date knowledge on classical ballet training and dance student selection
- Professional experience as a classical ballet teacher to students aged 11 to 19 years
- Management experience, preferably in an Arts industry
- Proactive and flexible approach to work, willing to be involved in all areas of the School's dance initiatives
- Effective administration skills
- Excellent communication and listening skills, able to build effective relationships with students, staff and the wider dance community
- Able to articulate and promote the School's vision
- Motivated, stress resilient, working with utmost integrity at all times
- Highly organised and able to problem-solve
- Willingness to work in a team
- Willingness to develop as a professional
- Committed to theirs and their team's personal and professional development
- Empathy and commitment to the aims and ethos of the School

DESIRABLE CRITERIA

- A dance teaching qualification endorsed by a recognised body or satisfactory teaching experience at a top international ballet school
- User knowledge of MS Office products and event management databases
- A second language.

Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.

We're passionate about creating an inclusive workplace that promotes and values diversity. At The Royal Ballet School we are committed to creating an environment where every one of our employees feels part of our team and can flourish, regardless of their background.