

## DEVELOPING YOUNG ARTISTS | RE-IMAGINING THE WORLD

### EAST BAY CENTER FOR THE PERFORMING ARTS

**Position:** Ensemble Director (Part-Time)

**Reports to:** Associate Director of Student Development and Training

**Position Summary:** Center Ensemble Faculty are responsible for supporting well-organized, age-appropriate and educationally grounded ensembles with excellent technical and artistic levels. In these ensembles, committed Center students (generally aged 13 through 18) can experience an art form in diverse applications. The priority objective of each company is to support the mission of the Center, and by supporting the curriculum as determined by the Center's Executive Director in consultation with the Faculty and contribute to the development and nurturing of agency in each student.

**Work Schedule:** TBD (Dependent upon ensemble - 4 hours per week total)

**Compensation:** \$70/hr for teaching and prep time

#### Key Responsibilities

##### Instructional Duties:

- Planning and delivering effective curriculum and appropriate repertoire for ensemble members with particular emphasis on the development of the Diploma Program students. May involve adapting or writing, choreographing, composing, and or arranging material for diverse levels and ages in the ensemble.
- Providing rigorous overall training for ensemble members, nurturing student's creativity and supporting their artistic achievement in the specific art form of the ensemble.
- Working with the Registrar and other Center staff to support appropriate registration of all ensemble members throughout the year.
- Evaluating prospective ensemble members and determining their appropriate role in the ensemble, as well as providing feedback and student assessments to the Diploma Program Coordinator or senior staff as requested.
- Proactively reporting and troubleshooting issues of student tardiness, absence, performance etc. Problems with students should be promptly reported to the appropriate staff.
- Arriving at least 15 minutes ahead of all scheduled rehearsal times or classes to allow for communication with staff around last minute room changes, meeting with parents, student updates, or any information or questions relevant to the ensemble.

**Performances:**

- Performing with the ensemble whenever required to support student members or to represent the Center in designated performances.
- Preparing the ensemble for and participating in the Center's *Young Artists Repertory Series* each spring. (See annual production calendar for dates.)
- Preparing the ensemble for participation in Center fundraising events as requested.
- Preparing the ensemble for and participating in *Call and Response* events (performances requested by the community.)
- Responding to and cooperating with production staff requests for timely information and or materials related to upcoming performances. These requests routinely include staging plots, sound reinforcement needs, costumes, ensemble rosters, program notes, special transportation requirements, accompaniment tapes and or cd's, etc.
- Working with the Production Administrator or other designated staff to ensure all members of the ensemble under the age of eighteen have appropriate transportation and participation releases for any remote event (away from the Center's main site at 339 11<sup>th</sup> street, Richmond, Ca).

**Planning, Policies and Procedures:**

- Working with all relevant Center staff to maintain a schedule of rehearsal dates and times for generally 40-42 weeks annually, and for planning and notifying staff of changes in the schedule – generally two to three months in advance.
- Collaborating and communicating with Development staff and /or the Program staff regarding company activities, ideas and plans so that the critical and ongoing work of sustaining resources for the ensemble can take place.
- Understanding and keeping current with Center curriculum priorities and all program descriptions. (It is the responsibility of each Center Faculty member to proactively seek from their immediate supervisor a clear understanding of Center program priorities, policies, standards and curriculum goals.)
- Communicating promptly (and in writing when requested) with Center staff regarding requests for performances, schedule changes, student information, program descriptions, bios, guest artist and performance fee negotiations, etc.
- Coordinating with Center staff, correspondence with media, presenting partners and parents, etc.
- Working with other Ensemble Faculty to coordinate program activities related to scheduling, student assessment, and performance.

**Requirements:**

- A Bachelor's degree or equivalent training; teaching credential or Master's a plus
- 2+ years of experience working with children/youth and developing arts curriculum for such grade levels
- Passion for the arts and high-level of proficiency in a specific art form (music, dance, and/or theater)

- Experience working in under-resourced communities with socio-economic, racial, and culturally diverse classroom settings
- Ability to effectively manage large groups of students
- Experience preparing students for concerts and performances
- Demonstrated ability to work with children in a caring and respectful manner in order to create a joyful, caring classroom environment

*A successful teaching artist will exhibit maturity, humility, a strong work ethic, sense of humor, collaborative nature, can-do attitude, and belief that all students can express themselves artistically and achieve at high levels.*

**Other Requirements:**

- Must successfully pass a comprehensive Criminal Background Check
- Must be able to provide valid I-9 documents to determine proof of eligibility to work in the United States
- All East Bay Center employees must provide proof of being fully vaccinated against COVID-19 before they are able to begin work