



Position Description August 2024

Title: Foundational Level Hourly instructor
Department: Oregon Ballet Theatre School
Position Status: Regular Part-Time, No Benefits
Salary: Hourly \$40-\$47, Contingent on Experience
Effective Date: August 26, 2024 - June 8, 2025

Position Overview:

Hourly teaching at Oregon Ballet Theater School levels Pre-Ballet, Primary, and Level 1

OBT School is adopting a new curriculum for the 2024-2025 Annual Session. Class content will be set in collaboration with the School Director. Levels Primary, and Level 1 will be based on the CPYB syllabus. Character class will be set combinations from our character curriculum.

The instructor will have some freedom to set class content for Creative Movement and Pre-Ballet classes. The School Director will assist in the preparations to incorporate OBT Schools' approach to teaching these levels.

If teaching Level 1, This position will also be involved in our annual school performance by setting class content to perform and rehearse the students in level 1.

If teaching Creative Movement, Pre-Ballet and Primary levels, this position will be responsible for leading a demonstration at the end of the year in June 2025 for our Pre-Ballet and Primary classes.

This position's pay is based on an hourly rate of \$40-\$47 per hour and may include prep hours and meetings paid at \$20 per hour.

A Choreographic stipend will be offered if asked to choreograph for our performances.

Additional hours may be available for rehearsing the students, and performance involvement.

Our annual session is 36 weeks From September 3rd-June 8th with 9 weeks of Summer programming from June 16th-August 17th

This position reports to the School Director for all responsibilities/duties.

Essential Functions:

- Teach weekly classes for either Creative Movement, Pre-Ballet, Primary, Level 1, and Character class
- Send class updates to the parents via email
- Plan classes according to the new curriculum requirements
- Meet with the School Director to discuss students and class content
- If teaching Primary and Level 1 please attend CPYB training August 2025-all expenses will be paid
- May be asked to choreograph 2-4 Minute sections for each level
- May be asked to oversee Pre-Ballet and Primary Demonstrations in June 2025
- May be asked to rehearse Level 1 as needed for ASP
- Attend trainings as needed
- Attend meetings as requested.
- Other duties as assigned.
- Upholds the studio code of conduct
- Awareness of OBT's commitment to DEI, and participates in trainings to stay current and informed

Experience and Skills:

- Experience in teaching ballet class at a professional level
- For Levels Primary and Ballet 1 - Professional ballet training of 8 or more years
- Experience in choreographing for young children
- Basic computer and email skills
- Ability to effectively utilize time in class and running rehearsals within time allowed
- Requires a team-oriented person who understands the dynamic of working with a diverse team to achieve



organizational goals.

- Positive attitude and exceptional work ethic.
- Excellent communication, collaboration, and problem-solving skills.
- Patience with young children
- Positive reinforcement teaching style for young children

Equity:

OBT is committed to a diverse, racially, and culturally inclusive and equitable workplace in which differences broaden our awareness, enrich our daily experiences, and contribute to our collective strength. We seek to understand, acknowledge, and mitigate inequities in ballet in general, and at OBT specifically.

Our Culture:

Across our organization, OBT is committed to creating a culture characterized by the following: Kind. Positive. Solution-Oriented. Gratitude. Candid. Forgiving. Learning. Trust. Teamwork. Diverse, Equitable, and Inclusive. Disagree well. Compassionate. Ambassadors. Accountable.

Accommodations:

As part of our commitment to equity, OBT will provide reasonable accommodation to enable individuals who are differently abled to perform the primary responsibilities for the job.

Security Clearance:

OBT conducts background checks after a conditional offer of employment is made. A background check finding does not automatically preclude employment. OBT reviews results of each background check individually and assesses them on a case-by-case basis for context and relevance to the job.

Working Conditions:

This job operates in a shared professional workspace which includes rehearsal studios, as well as in large public theaters during performances. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; talk or hear. The employee must occasionally lift or move office products and supplies, up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Schedule:

This is a part time hourly position. Hours may include Tuesday through Friday between 3:30 PM and 6:30 PM, and Saturdays 8:45 AM –3:00 PM. Additional teaching hours will be available for 9 weeks in the Summer 9:00 AM- 6:00 PM.

Weekly Schedule:

Tuesdays

4-4:45 Pre-Ballet 3-4 years

4:45-5:30 Pre-Ballet 5-6 Years

Wednesdays

4:00-5:00 Level 1 ballet

5:00-5:30 Character Level 1

Thursday

4:00-5:00 Primary

5:00-5:30 Character PD B and C

Friday

4:00-4:45 Pre-Ballet 3-5 years

5-6:15 Level 1 Ballet



Saturday

8:45-9:00 Pre-Ballet

9-9:45 Teach Pre-Ballet 3-4 years

9:45-10:30 Teach Pre-Ballet 5-6 years

10:30-11:30 Teach Primary Ballet

Supervisory Responsibility:

This position has no direct supervisory responsibilities.

Compensation:

Hourly \$40-\$47 for teaching and \$20 for Meetings and class preparations

Travel:

Travel is primarily local during the business day, although some out-of-area trainings may be expected.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Oregon Ballet Theatre is committed to advancing equal employment opportunities. Our policy is to make all employment-related decisions without regard to an employee's race, color, creed, religion, age, national origin, marital status, mental or physical disability, sexual orientation, or any other basis prohibited by local, state, or federal law. We are committed to a diverse and culturally inclusive workplace in which our differences broaden our awareness, enrich our daily experiences, and contribute to our collective strengths. This policy applies to all personnel activities including employment, promotion, compensation, and termination.