



POSITION DESCRIPTION

Position	Assistant Ballet Master/Mistress
Department	Artistic
Reports to	Principal Ballet Mistress & Artistic Associate
Supervises	N/A
Hours of work	<ul style="list-style-type: none">• Typically 10.00am – 6.30pm (with breaks), adjusted during performances seasons and for events.• 38 hours per week.• Flexibility may be available on approval by Artistic Director.

ABOUT WEST AUSTRALIAN BALLET

West Australian Ballet (WAB), based in Maylands, is a leading State Flagship Company, and Australian Major performing arts Company, presenting a dynamic and extensive series of ballet and contemporary dance works in metropolitan Perth, regional Australia and beyond.

POSITION SUMMARY

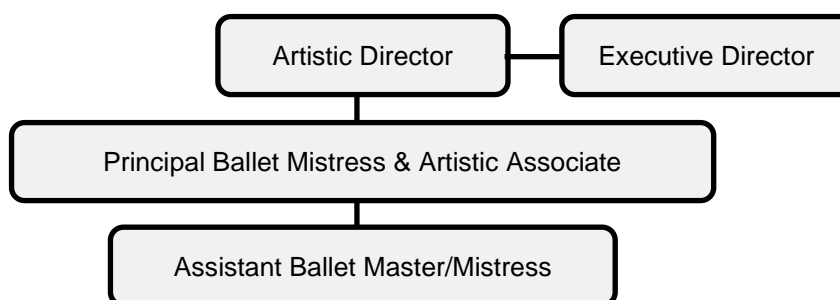
The Assistant Ballet Master is responsible for providing assistance to the Artistic Director and Artistic Team in the implementation of the Artistic Vision of the Company and in the preparation for and mounting of all performances and events.

All employees of WAB must demonstrate a commitment to the company's mission "to enrich people's lives through dance", and the company's values of "access, excellence, innovation and integrity".

KEY WORKING RELATIONSHIPS

- Reports to the Principal Ballet Mistress & Artistic Associate
- Works closely with the Artistic Team and Company Dancers, led by the Artistic Director
- Works closely with the Artistic Administrator and facilitates effective communication between the Artistic team and all WAB departments
- Works closely with the Head of Wellbeing to monitor and report on dancer injury and recovery
- Supervises secondment students and work experience students where applicable.

POSITION CHART



KEY ACCOUNTABILITIES & FUNCTIONS

1. Works closely with the Artistic Director, and the Artistic and other applicable teams, in the preparation for and staging of all WAB performances, events and tours.
2. Contributes to the overall development of the organisation as a leading international ballet company.
3. Works with the Artistic Director and Artistic Team to assist with maximising artistic standards of the Company.

DUTIES

1. Teaches Company class and warm-up prior to performances.
2. Prepares dancers' daily rehearsal and performance schedules as required by the Artistic team, in line with the dancers' enterprise agreement and/or applicable awards.
3. Prepares dancers fitting schedules for the Wardrobe department.
4. Orders dancers' shoes for rehearsals and performances, and maintains stock.
5. Arranges and administrates the engagement of guest class teachers.
6. Administrates registers, including daily dancer attendance and leave and register of guest class teachers.
7. Assists Artistic Administrator with the planning and delivery of artistic services, including liaising and assisting with guest artist scheduling, travel, accommodation and logistics.
8. Undertakes the filming, editing, cataloguing, archiving and preparation for distribution of Company rehearsals and performances.
9. Prepares and maintains dancers' repertoire lists for each season, and WAB's repertoire list for each year.
10. Liaises with Artistic Director and Artistic Administrator to maintain effective communication between relevant staff members regarding dancer scheduling, logistics and any other relevant issues that may arise.
11. Administrates dancers' overtime records.
12. Liaises with Head of Wellbeing and Company physiotherapists regarding dancer injury prevention, rehabilitation and workers compensation processes.
13. Liaises with the Access Department on the planning and delivery of school workshops and master classes.
14. Liaises with applicable departments to facilitate scheduling of photo shoots, interviews, publicity or other Artistic engagement activities within Dancer's schedules.
15. Schedules applicable meetings as necessary.
16. Arranges and administrates auditions for the Company in liaison with the Artistic Administrator.
17. Attends functions, performances and meetings, as required, as part of the Artistic team.
18. Assists with transporting dancers to external venues, such as Quarry Amphitheatre and regional touring, as required.
19. Performs character roles in Company productions, as required.
20. Other duties as reasonably required.

SELECTION CRITERIA

Essential

- Relevant qualifications and with experience in ballet performance and staging
- Understanding of the operation of a major ballet company
- Excellent interpersonal skills.
- Excellent verbal and written communication skills, fluent in English
- Solutions focused problem-solving with ability to multi-task and prioritise
- Relevant information technology skills (i.e Microsoft Office suite and Excel)

Desirable

- Administrative skills and demonstrated attention to detail in relation to the management of records and other functions required of this position
- Arts Industry knowledge and passion