



## Job Description

**TITLE:** Academy Pre-Ballet Instructor

**DEPARTMENT:** Academy  
**GRADE:** Part-Time, Hourly  
**COMPENSATION:** \$36/hour  
**FLSA:** Non-Exempt

### POSITION SUMMARY:

Ballet Austin's Pre-Ballet program is responsible for teaching classical ballet to students 6 & 7 years of age. The person in this position provides ballet instruction with a focus on creativity, imagination, and musicality. In addition, this candidate has the ability to interact well with students and parents, strong organizational skills, strong time management skills, consistent punctuality, and a collaborative, team-based working style.

### ESSENTIAL FUNCTIONS:

- All work is performed with a direct reflection of the mission and values of the organizations
- Ability to teach on Saturdays this summer with the possibility of continuing in the fall/spring semester
- Responsible for leading dance classes
- Teaching assigned curriculum
- Excellent classroom management skills
- Attend teacher training requirements
- Attend faculty and staff meetings and in-services when required
- Maintain student attendance records
- Responsible for prompt communication with supervisors
- Must have reliable transportation
- Proficient personal computer skills including email and zoom
- Serve as a substitute for other Pre-Ballet classes and work special events if available

### OTHER ACCOUNTABILITIES:

Other duties as assigned

### PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Ability to demonstrate dance steps and participation while teaching

### QUALIFICATIONS:

#### Required Experience

- Previous teaching experience

#### Preferred qualifications

- BFA in dance or professional dance experience

## COMPETENCIES -- KNOWLEDGE, SKILLS AND ABILITIES:

- Collaboration
- Effective Communicator
- Customer Focused
- Values Differences
- Resourcefulness
- Situational Adaptability
- Instills Trust

## ORGANIZATIONAL RELATIONSHIPS:

- Reports to: Academy Programs Manager and Academy Director
- Supervises (if any): Academy Students
- Supports: Ballet Austin Academy
- Peer collaboration/communicates with: Teaching team, administrators, students and families

## TO APPLY

Please email cover letter, resume, and completed Ballet Austin application to [katelyn.rustagi@balletaustin.org](mailto:katelyn.rustagi@balletaustin.org)

If email is not available, you may also mail a hard copy to:

Katelyn Rustagi, Academy Programs Manager  
Ballet Austin  
501 W. 3<sup>rd</sup> Street  
Austin, TX 78701

## BACKGROUND SEARCH REQUIRED

## NEW HIRES WILL BE ASKED TO PROVIDE PROOF OF COVID-19 VACCINATION

Ballet Austin is committed to enhancing the diversity of our student body, faculty, and staff. Hiring and other employment-related decisions are made on the basis of an individual's qualifications, past experience, overall performance and other employment-related criteria. In conjunction with Ballet Austin's commitment to increasing the racial diversity within our organization, we are particularly interested in receiving inquiries from applicants of color. It is the policy of Ballet Austin to provide equal opportunities for employment and advancement for all individuals, regardless of age, gender, race, religion, color, disability, veteran status, sexual orientation, national origin, or any other legally protected category.