

## **ASSISTANT TO THE ARTISTIC CO-ORDINATOR/ASSISTANT BALLET MISTRESS**

Department: *Artistic*

Reports to: *Artistic Co-ordinator, Executive Ballet Master*

### **Rehearsal schedules & casting**

- To assist the Artistic Co-ordinator in effectively and promptly preparing weekly rehearsal schedules and daily casting, in consultation with the Executive Ballet Master, visiting choreographers/repetiteurs and ballet staff
- To assist the Artistic Co-ordinator in the casting of all performances - general casting and daily casting, plus all amendments to daily casting at each performance venue
- To assist the Artistic Co-ordinator in scheduling casting deadlines to ensure an efficient and punctual delivery.

### **Studio Rehearsals**

- To welcome visiting choreographers, repetiteurs, teachers and new dancers into the building
- To ensure the *Company Code of Practice* is implemented and respected in rehearsals by choreographers, repetiteurs, guest teachers and dancers
- To assist choreographers and producers in the staging of new work, record and document changes in choreography as required. To rehearse and maintain standards of existing repertoire, maximising dancers' technical and artistic capability, and in the absence of the original choreographer or producer, be fully conversant with the choreographer's artistic intentions

### **Production Rehearsals and Performances**

- In conjunction with the Artistic Director and ballet staff, monitor stage rehearsals to ensure that all choreography is accurately reproduced and monitor performances to ensure that artistic and professional excellence is maintained
- Provide regular performance feedback as appropriate
- To assist in continuously updating all digital records regarding casting and any other AT documents, and to ensure these documents are sent to Archives on a regular basis for secure storage.

### **Teaching**

- Support the maintenance of dancers' technique by providing individual and remedial coaching as necessary to all ranks of artists, soloists and principals as appropriate
- Ability to teach class

### **Liaison**

- To assist in developing and maintaining efficient distribution of artistic schedules, excellent communication with all departments, and facilitate team-working within and between company members, departments and locations
- To assist in liaising with dancers regarding Development, Press and any other events as required

- To assist the Artistic Co-ordinator with over-time details and authorisations for payment
- To liaise with Equity as required
- To ensure and protect confidentiality of Artistic Team documents and casting
- To assist in liaising with the Medical Department regarding dancers' injuries/illness; keep a regular check on the treatment that dancers are receiving, plus any remedial treatment necessary. Inform the rest of the Artistic Team as appropriate both by email and verbally in artistic staff meetings
- To assist Company Management Liaise with the Artistic Team regarding dancers' medical appointments with outside consultants or other absences as required
- To assist the Artistic Co-ordinator in liaising with the choreographers and Technical and Production Teams to ensure all necessary external collaborators and ballet masters and notators are scheduled as required to facilitate the correct mounting of the works

### **Management**

- To mentor and liaise with dancers, assisting the AT in rehearsals to ensure they understand and follow the *Company Code of Practice* and are able to integrate and respect the team ethic
- To provide feedback to the AT on dancers assisting in rehearsals
- To keep updated on information related to the Company's schedule, artistic vision, current dancers, upcoming productions, rehearsals and performances
- Mentor a group of dancers of the Company (as specified by the Artistic Director) – following the attached guidelines for mentoring
- Provide input for dancers' evaluation/appraisal meetings and attend meetings for the group of dancers mentored (as above)
- Monitor individual dancers' professional standards in rehearsal and performance, providing feedback and guidance as appropriate
- Assist with effective management of the dance Company so that a high level of professional excellence and morale is maintained
- Assist in developing and maintaining effective team working within the studio, setting an example of genuine collaboration
- Assist in developing and maintaining effective team working within and between departments and locations
- Audition and recruit new dancers for the Company, provide feedback on auditionees to the rest of the Artistic Team
- Attend planning meetings, committee meetings, artistic staff meetings and full company meetings
- Carry out other such duties as may reasonably be required by the manager or directorate

### **English National Ballet School**

- To teach repertoire to students at English National Ballet School who will be performing in ENB Productions
- To liaise with ballet staff on casting for ENBS students in ENB productions
- To be the lead mentor when ENBS students are involved in ENB productions, and be committed to their development

### **General**

- To participate in the provision of a safe working environment, adhering to the *Company's Health & Safety Policy* at all times

- To maintain a strong team ethic within the department and Company
- To ensure the *Company Code of Practice* is implemented and respected in rehearsals by choreographers, répétiteurs, guest teachers and dancers
- To check emails regularly and send/receive/file emails for digital documentation
- To ensure that they are up to date with all information technology and software required for the carrying out of their role
- To attend an Annual Appraisal

**This job description is a guide to the nature of the work required of the *Assistant to the Artistic Coordinator/Assistant Ballet Mistress* and does not form part of the contract of employment. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that will inevitably be required from time to time.**