



## JOB PROFILE – ARTISTIC DIRECTOR

### 1. Position Detail

Job Title (Current)	Artistic Director
Job Title (New)	None
Current Job Grade	
Date Reviewed	June 2023
Location	Johannesburg

### Position in the Organisation:

Department	Artistic department
1st Line Manager	Chief Executive Officer
Direct Subordinate(s)	<ul style="list-style-type: none"> <li>• Manager: Production and operations</li> <li>• Manager: Technical</li> <li>• Manager: Ballet Master /Mistress</li> <li>• Manager: Ballet School</li> <li>• Administration</li> </ul>

### Overall Purpose of the Job

To provide overall leadership and direction for the Artistic department in line with the Joburg Ballet strategy and vision set by the Board and directed by the CEO.

### Key Accountabilities

Provide overall leadership and direction for the Artistic department in line with the Joburg Ballet strategy and vision through:

- Developing the artistic vision, strategy, for the approval of the CEO and Board.
- Clearly articulating and implementing said artistic vision with dancers, staff, board, funders and audiences.
- Producing an annual production plan: curating an exciting balanced mix of programming that includes classical traditional ballet alongside contemporary works with a specific focus to grow South African and African repertoire.
- Developing and managing production and programme budgets.
- Growing existing, developing new markets, transforming and diversifying our audiences through new product offerings and innovative programming.
- Being committed to making ballet accessible to people from all backgrounds.
- Actively preparing and supervising productions, rehearsals, teaching schedules, coaching schedules and performance schedules. Taking overall responsibility for training and development of dancers, teachers and coaches, including regular evaluations to ensure and maintain the highest standard of artistic excellence.
- Overseeing auditions and identify, mentor and nurture dancers, teachers, coaches and rehearsal staff.
- Embracing innovative, creative and accessible digital approaches to dance-making and performance.
- Being actively involved in funding endeavours and contribute towards the artistic evaluation of projects and productions to be included in promotional, funding and press materials.
- Initiating, developing, preparing and supervising all productions.
- Leadership, pedagogic and artistic oversight of Joburg Ballet School. Driving the school to realise its enormous potential by supporting the learners, and teachers.

- Collaborating widely with other ballet, dance and broader arts partners organisations.
- Contributing to quarterly reports and fundraising proposals to stakeholders.
- Supporting the marketing functions of Joburg Ballet ensuring dancers and programmes are communicated and promoted in line with the artistic vision of the organisation.

### Education (Formal Qualification Required)

Minimum
<ul style="list-style-type: none"> <li>• Minimum of a Bachelor in Performing Arts.</li> <li>• Postgraduate qualification is advantageous but not necessary.</li> <li>• Royal Academy of Dance or Cecchetti qualification or having been trained in the Vaganova Method will be an added advantage.</li> </ul>

### Key Competencies Requirements (e.g. Skills, expertise, etc.)

Minimum
<ul style="list-style-type: none"> <li>• Demonstrable skills in artistic leadership, artistic development, programming, community engagement and building relationships with donors, audience members and the media.</li> <li>• Ability to translate strategy into business plan for the department.</li> <li>• Extensive experience in stakeholder management and networking.</li> <li>• Advanced knowledge, understanding and experience of relevant regulatory environment and applicable regulations, policies and strategies.</li> <li>• Possess a deep understanding of ballet and have wide connections within the ballet and dance field/sector.</li> <li>• Capacity to build artistic and cultural partnerships nationally and internationally.</li> <li>• Capacity to build and implement an artistic vision.</li> <li>• A commitment to dance education is required, and exceptional verbal presentation skills are expected.</li> <li>• Personal Accountability and Diplomacy - The capacity to take responsibility for one's own actions while managing sensitive or difficult situations deftly and diplomatically.</li> <li>• Leadership and Teamwork - The ability to lead others and persuade them to share a vision while establishing a feeling of direction and purpose, as well as working together to achieve goals.</li> <li>• Planning, organizing and project management - The ability to devise strategies to guarantee work is carried out efficiently as well as to identify and keep track of all resources, tasks, systems and people in order to produce results.</li> <li>• Flexibility - The capacity to adjust, respond and adapt to change with little effort.</li> </ul>
Ideal
<ul style="list-style-type: none"> <li>• Prior experience in management in a Ballet or Theatre environment.</li> <li>• It is desirable that the successful candidate be an active and successful choreographer.</li> </ul>

### Legal Requirements (e.g. Driver's License)

Minimum
<ul style="list-style-type: none"> <li>• Driver's Licence</li> </ul>
Ideal
Ballet Certification

### Experience (Minimum Experience Required - type and number of years)

Minimum	Minimum time spent in job
<ul style="list-style-type: none"> <li>• 5 years' experience, of which 3 were at a management level.</li> <li>• Extensive experience in the discipline of ballet and ballet companies, including extensive ballet lexicon and well versed in traditional ballet classics.</li> <li>• Experience working with contemporary choreographers,</li> <li>• Experience in choreographic direction and a variety of styles</li> <li>• Experience in managing change and the development of innovation.</li> </ul>	5 years
<ul style="list-style-type: none"> <li>• 5 years' experience within the Ballet, Theatre environment is desirable</li> </ul>	5 years

### Training and Knowledge (Should the current incumbent leave)

Minimum
<ul style="list-style-type: none"> <li>• Sound knowledge and understanding of Ballet/Dance</li> <li>• Understanding of stakeholder needs</li> <li>• An understanding of local and international funders' requirements</li> </ul>
Ideal
<ul style="list-style-type: none"> <li>• Experience in creating new productions.</li> </ul>

## 2. Position Description

KPA / Main Outputs and Responsibilities for this Position	Detailed Description	Weighting / Time Spent
Strategy Implementation	<ul style="list-style-type: none"> <li>• Ensure departmental vision is aligned to Joburg Ballet's vision and strategy.</li> <li>• Develop long-term (3 year) and short-term (1 year) plans and objectives aligned to Joburg Ballet vision and strategy.</li> <li>• Planning, directing and controlling operational activities of the organisation to ensure its effective performance against the set strategic objectives.</li> <li>• Ensuring alignment of strategy amongst the department employees in support of the CEO.</li> </ul>	<b>40%</b>
Lead the Transformation Process	<ul style="list-style-type: none"> <li>• Support Joburg Ballet's transformation strategy.</li> <li>• Manage diversity and inclusion while ensuring the maintenance of Joburg Ballet's standard of quality dance.</li> <li>• Contribute to the development of dance as an art form by incorporating new entrants in your programmes.</li> </ul>	<b>20%</b>
Reporting	<ul style="list-style-type: none"> <li>• Develop and submit monthly, quarterly and annual reports to the CEO.</li> </ul>	<b>10%</b>
Stakeholder Management	<ul style="list-style-type: none"> <li>• Support the CEO in developing and maintaining strategic and appropriate partnerships which support the efficient and optimal functioning of Joburg Ballet.</li> <li>• Represent Joburg Ballet in various fora as delegated by the CEO.</li> </ul>	<b>10%</b>
Manage staff	<ul style="list-style-type: none"> <li>• Contribute to the development and maintenance of organisational culture and values.</li> <li>• Ensure an enabling working environment is created for all staff in order to meet the organisational goals.</li> </ul>	<b>20%</b>

## 3. Competencies (Skills and Behavioural Attributes)

Skill	Weighting Importance
<b>Strategic Perspective</b> Adopts a strategic perspective in advising the design and implementation of Company policies and procedures according to parameters laid down by the Board.	20%
<b>Leadership</b> The ability to guide, direct and influence people to achieve excellent organisational outputs.	20%
<b>Strategic Direction</b> Demonstrates leadership by providing strategic direction.	10%

<b>Inspirational Building</b> Communicates and lives the vision, inspires commitment and loyalty to and confidence in the organisation	20%
<b>Business Environment</b> Sound knowledge of the business environment to identify relevant role players within the business and their key responsibilities and outcomes.	10%
<b>Risk Management</b> Sound knowledge and understanding of risks affecting operations of the organisation and action required to manage and mitigate risk.	10%
<b>Business Continuity Management</b> The ability to identify and analyse risks likely to impede business efficiency and to develop proactive and contingency plans to manage risk.	10%

Behavioural Attribute	Weighting Importance
<b>Cross Functional Awareness / Organisational Understanding</b> Understands how the organisation functions and has knowledge of the systems, procedures, information sources and financial priorities and how these relate to each other.	20%
<b>Values and Principles</b> The ability to nurture a people centred culture that embodies the organisational values and principles.	20%
<b>Business Acumen</b> Sound knowledge and understanding of business opportunities and principles and their application.	10%
<b>People Centredness</b> The ability to put people and their needs at the centre of all decision-making and seeing them as experts in their own right to achieve the best possible outcomes.	15%
<b>Organisational Agility</b> The ability to network effectively and to establish relationships with and influence the networks of others over whom one has no formal authority, whose co-operation is needed to achieve work-related goals.	10%
<b>Change Management</b> The ability to proactively identify and implement required change in the business.	15%
<b>Business Alliances</b> Sound knowledge and understanding of strategic business alliances contributing to the success of the organisation	10%

#### 4. Special requirements

Detail
<ul style="list-style-type: none"><li>• Extensive travelling</li><li>• Working long hours</li></ul>

#### 5. Participants

Approved By

Name	Designation	Approved	Date Approved