



**Joburg Ballet: Joburg Ballet Schools Co-ordinator
6 Month FIXED-TERM CONTRACT**

Joburg Ballet is a full-time professional ballet company based at Joburg Theatre where it presents performance seasons throughout the year in addition to touring in SA and internationally. The Joburg Ballet School provides ballet training of a high standard to students. Through a programme of community engagement work and school's situation in accessible regions of the city, Joburg Ballet School is designed to benefit the communities of Johannesburg.

Joburg Ballet is seeking a Joburg Ballet Schools Co-ordinator where he/she/they will hold the following responsibilities.

1. School administration

- Keep record of all registers for all grades, usage of all facilities.
- Effectively and efficiently draw up and communicate timetables, send payment reminders, changes of schedule for classes and/or venue for each school and disseminate all information timeously to the parents and teachers via all relevant communication methods.
- Reminders for payment of fees and manage messages on Email, WhatsApp, Facebook and Instagram.
- Distribute and collect Terms and Condition Forms, Indemnity Forms and Newsletters and Permission Letters timeously.
- Must be accredited with the Cecchetti Society of Southern Africa or be ready to become accredited.

2. Student management during class/rehearsals/auditions and exams

- Communicate with facility managers when space needs to be negotiated for the schools.
- Arrange and attend auditions at all JBS centres annually.
- Arrange year-end concert, contract negotiation with theatres and other parties.
- Ensure that students at all schools are properly attired and that enough clothing stock is on hand to ensure this.
- Attend all Cecchetti Society of Southern Africa (CSSA) branch meetings.
- Oversee and assist with dressing all students inclusive of doing their hair as per regulations for examination purposes both internal and external, awards shows, productions, and year end shows.

JOBURG THEATRE COMPLEX, HOOFD STREET, BRAAMFONTEIN / PO BOX 291990, MELVILLE 2109, SOUTH AFRICA
TEL +27 (0)11 877 6898, FAX +27 (0)11 877 6864; E-MAIL info@joburgballet.com; WEBSITE www.joburgballet.com

INCORPORATED UNDER S21: 2001/016254/08 NPO 016-403

NPO DIRECTORS: MS. MELANIE DE NYSSCHEN (CHAIR), MR. ELROY FILLIS-BELL (CEO), MS. LULU LETLAPE,
MR. NKOPANE MAPHIRI, ADV. JEAN MEIRING, MS. LUFUNO MUTHUBI, MR. MAVUSO SHABALALA

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HONORARY LIFE PATRON: MRS. ANNZIE HANCOCK; PATRON: MR. TITO T. MBOWENI



- Preparation for Grade or Test Examinations to have all grades/students come together before the examination to see that all students are on par with the required expectation. (Piano rehearsals, exam entry forms, payment of examination and admin fees, to be arranged by Schools Co-ordinator.)
- Required to enter a minimum of 6 students per grade for examination (Cecchetti - dependant on the number of students in that particular grade at the different centres).

3. The Schools Co-ordinator as a ballet teacher

- Assist, attend rehearsals and teach the required choreography for productions in which the students are included as per the Joburg Ballet Year Planner.
- Plan class activities based on level of students to develop correct dance technique and love for movement (Satellite Schools).
- Adapt teaching methods as required to meet the student's needs.
- Assist with clothing students on biannual basis (leotards, tights, stockings, and ballet shoes)
- Ensure the success of students entered into exams.
- Arrange for Boys to have a Boys class once a month at Joburg Ballet School.
- Arrange that the older students Intermediate Foundation from Satellite Schools attend Joburg Ballet School.

4. The Schools Co-ordinator should have the following skills and attributes:

- Able to control large groups of students.
- Good sense of musicality.
- Able to motivate others.
- Practical, methodical and solution-focused.
- Have the necessary Health and Safety compliance certificates as needed (First Aid, Police Clearance Certificate).
- Have excellent communication skills, ability to write and read English excellently.
- Proficient in writing reports, word processing and Excel software.
- Physically fit to carry out necessary duties.
- Dedication and passion for dance.
- Able to work with students from all walks of life as well as colleagues.
- Driver's Licence is preferred.
- Able to work at all Joburg Ballet School locations.

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Please submit applications to: recruitment@joburgballet.com

Closing date for applications: Friday 19 July

Enquiries kabelo@joburgballet.com

Joburg Ballet is an equal opportunities employer. Only suitably qualified applicants will be contacted.

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