



About the RNZB

Founded in 1953, the Royal New Zealand Ballet is New Zealand's national ballet company. The RNZB is based in Wellington and tours throughout New Zealand and internationally, presenting at least 70 performances a year. The company's annual subscription season takes classical and contemporary ballets to theatres in nine main centres, while Tutus on Tour takes small-scale works to more than a dozen regional centres.

The company's repertoire includes 19th and 20th century classics as well as many commissioned works, including those by New Zealand choreographers and telling New Zealand stories. RNZB Education presents a lively and inclusive programme of community and education activities throughout New Zealand.

The RNZB is funded through the Ministry for Culture and Heritage, Manatū Taonga, and through ticket sales, sponsorship, grants and personal donations.

Job Description

Job Title:	Dance Educator
Department:	Artistic
Team:	Education
Reports to:	Education, Community & Accessibility Manager
Reports:	n/a
Key Collaborators:	Education team, Artistic staff, Production staff, Marketing and Development staff, Company Manager and other RNZB colleagues
Location:	This role is based in the RNZB offices in Wellington, but requires extensive travel to other parts of NZ throughout the year
Travel:	The Dance Educator is based in Wellington. The Dance Educator will tour in conjunction with the RNZB touring schedule and travel throughout the year to deliver dance workshops and education activities.

Purpose:

To provide inspirational opportunities for a life-long relationship with dance and the RNZB. The RNZB's education, community and accessibility programme provides a gateway into the world of dance by connecting with young people and communities and engaging them in a range of high-quality participatory activities.

Key Accountabilities:

The Dance Educator is responsible for supporting and engaging with the RNZB strategic goals; supporting and enhancing the NZ education curriculum through programme delivery and teacher support. Within the community they offer educational activities that appeal to current and prospective audience members. Dance Educators are required to build relationships with schools and other community groups, allowing for strategic planning and building of support and interest in education activities and events.

Programme Delivery*For Schools*

- Co-ordinate nationwide schools programme by booking and delivering school-based workshops, in conjunction with the Education, Community & Accessibility Manager.
- All programmes, wherever possible, should be linked to the school curriculum and NCEA achievement standards:
 - Devise and deliver workshops in line with RNZB repertoire currently being performed
 - Devise and deliver generic non-repertoire based workshops
 - Devise and deliver workshops with cross-arts focus (especially live music)
- Plan and implement Residencies as requested.
- Create and provide dance activities for the online classroom resources and videos and action plans for Dance for Tamariki digital primary resource as required.

For Dance Teachers and Dancers

- Teach classes for students of ballet and contemporary.
- Provide choreographic workshops to dance studios.
- Assist the Mentor Programme placements through the year.
- Devise and deliver additional activity as agreed with the Education, Community & Accessibility Manager.

For Audiences and Communities

- Devise and deliver regular community activity around the performance schedule, including but not restricted to Pre-Performance Talks, Post Matinee Q&A, Warm Up Curtain Up! and Forums.
- Develop, teach and facilitate community based creative dance workshops.
- Devise and deliver one off community events such as Te Papa Whānau Day.
- Host and act as MC for the Tutus on Tour for Schools events and School Matinee Performances.
- Develop digital videos for the various customer groups, linked to the RNZB broadcasts.

Access for All

- Contribute to expanding RNZB's accessibility programme with the Education, Community & Accessibility Manager.
- Be open-minded and explore new avenues to reach out to patrons who may face barriers preventing access to activities and performances by the RNZB.
- Adapt to a broad and diverse range of clients to ensure reach by the RNZB e.g. Deaf and Blind patrons, children and adults with an intellectual disability, elderly, offenders, youth at risk etc.
- Devise and deliver community events for those unable to travel to a theatre such as hospital, rest home visits etc.

Administration

- Assist the Education, Community & Accessibility Manager with school programme bookings and scheduling when required.
- Proactively and strategically inform schools of visits in their area.
- Update Tessitura database regularly with the full details of the schools that we engage with.
- Keep track of attendance numbers for each dance workshop and pass on the full detailed information to the Finance Administrator for invoice purposes.
- Regularly enter all attendance figures and relevant information in the RNZB Education statistic spreadsheet.
- Provide weekly highlights to the Education, Community & Accessibility Manager for the Edu weekly newsletter and season's highlights for the Education Board reports and Annual report.
- Provide tour updates, evaluations and recommendations throughout each season.
- Manage administration around RNZB Open Classes, including pulling class lists and responding to queries.
- Manage Dance for Tamariki requests and queries.
- Update Education webpages for specific events.
- Manage Education inbox and respond to emails.
- Assist in communication with schools about school matinees, calling to notify them of performances.
- Manage accommodation and rental car bookings for travel.
- Maintain a travel calendar outlining all flights, accommodation, and rental car bookings.

Essential Experience and Skills Required

- Dance experience and high level of classical and contemporary technique.
- Multi-faceted dance teaching e.g. in both primary and secondary schools and community settings is required, working with a range of people and abilities.
- A friendly, encouraging and professional manner is essential, with the ability to relate well to a wide range of people e.g. children and teenagers, elderly and disabled individuals.
- Self-starter highly motivated person comfortable working as part of a small team and individually.
- Empathetic and open-minded nature.
- Ability to prioritise a busy workload and proven organisational skills.
- Attention to detail.

- A high standard of spoken and written English.
- Confident public speaker.
- New Zealand Driving licence essential.
- Excellent IT skills, including detailed knowledge of Word, Excel and Outlook preferable.
- A passion for teaching, connecting and engaging with people through dance