



Job Description – Dance Director, May 2017

Based in Edmonton, the Viter Ukrainian Dancers & Folk Choir (“Viter”) are a performing ensemble dedicated to preserving, developing and promoting Ukrainian culture through song and dance. Viter’s performances foster a greater awareness of Ukrainian heritage among its members and the public in Edmonton, Canada, and abroad.

Organizational Structure

The artistic team of Viter is comprised of two Dance Directors and one Choral Director (collectively the “**Artistic Team**”). Together, this team will provide leadership and direction on all artistic aspects of Viter. The Artistic Team reports to the Board of Directors of Viter (the “**Board**”).

Position Profile

In conjunction with other members of the Artistic Team, the Dance Director(s) will deliver an artistic mandate (to be ratified by the Board thereafter) which includes both “dance only” and “choir only” pieces as well as combined song and dance components. Such song and dance components shall be a collaborative effort with the Viter Ukrainian Folk Choir, under the direction of the Choral Director.

Dance Director(s) will provide high quality dance training, choreography and artistic leadership to the Viter Ukrainian Dancers in order to achieve the artistic mandate. The Artistic Team will share responsibilities and artistic liberties necessary to bring the artistic plans of Viter to fruition.

The Dance Instructor(s) will begin dancer rehearsals in September 2017, however collaborative meetings and planning sessions with the Artistic Team may commence as early as July 2017.

General Duties

- Facilitate the maintenance and review of Viter’s objectives in collaboration with the Artistic Team and Board;
- Prepare and execute an artistic plan that reflects the objectives of Viter, in collaboration with the Artistic Team, including approximate timelines for the plan and its delivery;
- Prepare written artistic reports, in collaboration with the Artistic Team, as required for the purposes of attaining funding from funding agencies, sponsors and donors and for monthly Board meetings;
- In conjunction with the Board and Artistic Team, provide estimated project figures for the budget (ie. costumes, music composition, workshops) in order co-ordinate the artistic plan for the year and ensure that its delivery remains within budgetary parameters;
- Act as a Viter spokesperson for any media exposure;
- Travel with Viter on all tours and act as a Viter spokesperson on all trips;
- Attend all Viter General Meetings.

Artistic Duties

- Facilitate, in conjunction with the Artistic Team, the artistic vision of each Viter production and performance by working closely with guest directors, designers (costume, set and props), choreographers, composers, writers, performers, technicians and other artistic personnel;

- Oversee and actively participate in six (6) hours per week of rehearsals according to the set rehearsal schedule (Sundays 6-9 pm, Thursdays 7-10 pm), providing training in classical, character and Ukrainian Technique;
- Create appropriate, interesting and innovative dance choreography which both challenges dancers and continues to grow the reputation of Viter as a unique and accomplished company, while maintaining the goal of Viter to preserve Ukrainian culture and tradition through song and dance;
- In collaboration with the Artistic Team, give final approval on all artistic elements and show structure representing the ensemble including choreography, final designs of costumes and selection of music;
- Facilitate and be present at all dancer auditions and performances, unless alternative arrangements are made with the Artistic Team
- Oversee theatre/venue set up, technical rehearsal and performance time;
- Collaborate with the Board and Artistic Team to plan & implement workshops, which may involve guest choreographers or instructors, as required for execution of the artistic plan;
- Oversee and facilitate photoshoots for Viter performers as required for media/marketing materials
- Perform administrative duties and research as needed for the development & execution of the artistic plan;
- In collaboration with artistic team, determine the feasibility of all performance requests and work with the Board to determine key details as required for ratification of the request.

Required Skills and Experience

Successful candidates will possess the following skills/qualities:

- minimum 5 years of previous Ukrainian dance instruction/direction of a performing ensemble which includes character dance, ballet and other relevant dance forms;
- previous dance experience at a senior level supplemented by performance/workshop experience in Canada and/or Ukraine;
- ability to direct, manage and teach in the studio and be a leader and role model to dancers;
- ability to collaborate with the Artistic Team and the Board;
- knowledge of Ukrainian culture/folklore and various styles/music/lexicon of Ukrainian dance;
- knowledge of regional accuracy when selecting music and costumes;
- optimistic and motivating;
- prior experience working in/with a song and dance ensemble would be considered an asset.

Application Process

1. Interested person(s) are asked to submit a resume/CV by email to hring@viter.ca, which shall set out all previous teaching experience, dance training, personal references, links to any videos showcasing choreographic skills (i.e. YouTube, Dropbox, etc.), any other relative qualifications and contact information.
2. Viter's Hiring Committee will review all submissions and potential candidates will be contacted to arrange a meeting/interview with the Hiring Committee.
3. Upon successful completion of an interview, negotiation of contract terms will commence through the Board of Directors and a formal offer will be made to the candidate.

This application shall remain open until a suitable candidate has been found.