



Our Mission:

We create, perform, teach, and promote dance as an essential and inspiring element of our community.

Our Vision:

Nashville Ballet is an accessible and inclusive organization that creates community through excellent and innovative dance and dance education; is recognized locally, nationally, and internationally for artistry, community engagement, and financial sustainability; and is a rewarding and satisfying place to work.

Our Enduring Values

- We believe in the transformative power of art.
- We inspire appreciation for the art of ballet.
- We strive for excellence with integrity in all we do.
- We respect one another and the art form.

The understanding of and the ability to not only support but celebrate our culture is essential to each and every person at Nashville Ballet.

Nashville Ballet Diversity Statement:

Nashville Ballet is invested in creating a diverse, equitable, and inclusive community. We believe we can best achieve our mission by creating a climate of respect that is supportive of all voices, celebrating diverse stories, increasing arts access, and sparking communal discussion about our community and our world through our art form and our artistic programming. When considering the diversity of the Nashville Ballet community, we look at all aspects, including: race, gender, age, socioeconomic status, disability status, geographic (rural/urban), and sexual orientation. However, Nashville Ballet recognizes the racial inequalities that have plagued the dance world for far too long and is deeply committed to educating our constituencies on systemic racism, engaging in antiracist work in every branch of our organization, and doing our part to abolish racial inequalities in ballet.

Nashville Ballet provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Job Description for Shoe Manager

Reports To: Artistic Staff and Costume Director

Area of Responsibility: Wardrobe

Wage Classification: Full-Time hourly 35 hours a week

Start Date: June 1, 2024

Position Summary:

The Shoe Manager for Nashville Ballet is responsible for all artistic shoe needs, including, but not limited to, ordering shoes for NB dancers' contractual shoe allotments throughout the season, communicating with shoe makers/representatives for proper ordering, maintaining a record of purchases and inventory, communicating with finance office regarding purchases, maintaining a knowledge of the organization's budget in regards to dancer's shoes, and executing specialty shoe dyeing or painting requirements as needed.

Essential Functions and Responsibilities:

- Engage with the dancers about their shoe specifications and expectations, working with them to find solutions regarding fit/performance of their shoes.
- Work as a liaison between dancers and artistic staff, engaging with the Artistic Director so that the expectations for what they want to see onstage are met.
- Organize shoe trial options and fittings for dancers, and present trial and fitting options to Artistic regarding what shoe companies are being utilized (Rehearsal Director Kate Linsley will be your contact for these times).
- Responsible for maintaining the shoe inventory for the organization.
- Responsible for purchasing shoes as required for contractual allotments and show specifications, within budgetary parameters, under the direction of the Artistic Staff and Costume Director.
- Maintain and adhere to the shoe expenditure budget, interfacing with the Costume Director and/or the Director of Production in the management of the budget.
- Maintain optimal inventory level of dancer shoes to prevent waste and over-purchase or shortages.
- Responsible for the show-specific coordination of specialty shoe needs for each production with information provided from the Costume Director.
- Responsible for the painting or dyeing of shoes as needed for specific roles/shows, coordinating with the costume shop for timely distribution of said specialty shoes.
- Purchases and distributes shoe notions, such as ribbon, elastic, and make-up for skin-tone covering of shoes to dancers.
- Meet regularly with Rehearsal Director Kate Linsley if questions or concerns arise regarding dancer requests for changes.

Work Requirements and Qualifications:

Experience:

- preference of 2 years experience in wardrobe or shoe-related work
- knowledge of ballet shoes in general and the interest in learning more as new technology and new styles are produced and released.
- experience in inventorying and maintaining inventory records for future use.

Knowledge, Skills, and Abilities:

- self-motivated individual who understands how to research and provide the research to others for review
- problem solving abilities
- ability to track and manage a budget
- ability to communicate effectively both in written and in person communication
- Knowledge and ability to use the Microsoft Office Suite of software including Microsoft Excel,

Physical Demands:

The physical demands described here are a non-exhaustive list of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to handle, feel, talk, and hear. The employee is frequently required to stand, walk, and reach with hands and arms above the shoulders. The employee is frequently required to sit and occasionally stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Work Environment:

The work environment characteristics described here are representative to those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Disclaimer Statement:

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this document is intended to be an accurate description of the current job, circumstances may require that other, or different tasks be performed (e.g., emergencies, changes in personnel, workload, rush jobs, or technological developments).

To Apply:

Please send your cover letter and resume to careers@nashvilleballet.com with "Shoe Manager" in the subject line. No phone calls, please.