

**Job Description**

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| Job Title | **Rehearsal Assistant** |
| Location | Glasgow, with requirement to travel extensively with the Company on tour in the UK and internationally |
| Team | Dance and Artistic Development (DAD) |
| Key Relationships | |
| Reports to: | Director of Dance and Artistic Development (DAD) |
| Direct Reports: | N/A |
| Key relationships: | Reporting to the Director of DAD, the position works closely with the CEO/Artistic Director, Rehearsal Assistant/ PMed Lead, Artistic Coordinator, Dancers, the Music, Wardrobe and Technical Departments, PMed and the People & Wellbeing team.  Requires the ability to build excellent relationships with visiting creative staff. |
| Purpose | |
| To support the Chief Executive/Artistic Director (CEO/AD) and Director of DAD with all aspects of the delivery of the Artistic Programme to realise the vision of Scottish Ballet. | |

Responsibilities

* Ensure safe practice and standards of excellence for the dancers during class, rehearsals, and performances.
* Continually improve the technical and artistic standards of the dancers and keep up to date with relevant practices within the industry.
* Support the CEO/Artistic Director in ensuring that all dancers enjoy an environment in which to sustain and further develop their skills.
* Work closely with all other departments at Scottish Ballet to ensure fluid communication.

KeyFunctions

* Input suggestions towards casting, to ensure a good understanding between Team DAD and the dancers regarding process.
* Take and give notes to dancers, both in rehearsals and performances, as appropriate.
* Work closely with visiting creative staff to ensure the highest standard of collaboration at all times.
* Prepare, rehearse, and coach dancers to the highest standards as directed by the CEO/Artistic Director, Director of DAD when required.
* Teach daily classical class for both full Company and separate male/female dancers to the highest standard, keeping up to date with current teaching practices within the industry.
* Coach, both technically and artistically, dancers for either further training purposes or for specific roles within the repertoire, as instructed by the Rehearsal Director.
* Liaise with Rehearsal Assistant/ PMed Lead on identified weaknesses in training.
* Support on mentoring and nurturing graduates/ students engaged by Scottish Ballet either on a short or long term basis.
* Assist the CEO/Artistic Director, Director of DAD, guest choreographers, guest teachers, guest notators and repetiteurs in rehearsing and staging of productions as required.
* Attend stage calls and performances as requested by the CEO/Artistic Director and Director of DAD.
* Teach class and/or repertoire at the Royal Conservatoire of Scotland (RCS), in consultation with the Head of Dance at RCS, the CEO/Artistic Director, and Director of DAD when required.
* Assist in extra projects such as photo-shoots, pre- and post-performance discussions, development events and press and/or marketing events in consultation with the relevant departments, as directed by the CEO/AD and Director of DAD when required.

**Desirable Qualifications & Experience**

* Minimum of five years performing experience within a full-time dance company, with international experience.
* Creative and collegiate approach to working with teams, and experience leading large numbers of people.
* A wide-ranging dance vocabulary and knowledge of dance techniques.
* A keen eye for technique and quality of movement.
* The ability to clearly demonstrate requirements to Dancers.
* The ability to plan and manage work efficiently and effectively.

**General Characteristics**

* Excellent oral communication skills.
* Flexibility of personal commitments to cope with travel, touring, and attending performances and other events in the evenings and at weekends.
* The ability to work to tight deadlines while working calmly under pressure.
* A friendly disposition, but with the ability to command authority.
* Respect for confidentiality.

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| Created By: | CH/OR | PWB: | Louise Devlin |
| Date: | 28 September 2023 | Approver: | Oliver Rydout |
| Revision: | September 2023 | Revised by: | Louise Devlin |
| Date of: | September 2023 | | |