

# Irina Lapteva

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Hiring Committee  
The John F. Kennedy Center for the Performing Arts  
2700 F Street NW  
Washington, D.C. 20566

Dear Hiring Committee,

I am excited to apply for the Teaching Artist Strategy and Implementation Assistant Manager position at The John F. Kennedy Center for the Performing Arts. With a career spanning over 15 years in nonprofit performing arts organizations, coupled with my background as an indigenous former ballerina, I am eager to contribute to your esteemed institution.

My professional journey has been deeply rooted in the performing arts and education. As Managing Director at CityDance Conservatory, I led diverse programs, managed budgets, and worked closely with a team of teaching artists. I successfully executed productions at prestigious venues such as the Kennedy Center and adapted to challenges, including transitioning more than 100 weekly classes and several summer intensives to online classes during the COVID-19 pandemic. I organized teacher orientations and training and would higher and supervise all the faculty and guest artists.

At Brighton Ballet Theater, I managed after-school programs in public schools from elementary to high school, organized master classes, workshops, and lectures at colleges and senior centers, and facilitated field trips for public students to take classes in studios. My teaching experience includes cultural specific dances, ballet, contemporary, and Pilates for all ages, demonstrating my versatility and commitment to the arts, I have taught for more than 18 years already.

I am proficient in Microsoft Office and various computer programs, with strong skills in database management, budget oversight, contracts, grant writing and research. These technical skills complement my extensive experience in arts administration and education, making me well-prepared to contribute to The Kennedy Center's educational initiatives.

The Kennedy Center's mission to connect with artists and communities through transformative arts experiences aligns perfectly with my career goals. I am confident in my ability to support the Changing Education Through the Arts (CETA) team and help advance your educational programs.

Thank you for considering my application. I look forward to the opportunity to discuss how my experience and skills align with the goals of The Kennedy Center.

Sincerely,  
Irina Lapteva