



# NORTHERN PLAINS DANCE

**CHILDREN'S DIVISION COORDINATOR/INSTRUCTOR JOB SUMMARY:** Northern Plains Dance, a busy, well established 501(c)3 nonprofit arts dance education studio, is seeking a **Children's Division Coordinator and Instructor** with experience and confidence in teaching a variety of students who possess a range of skills and abilities. The ideal candidate will have the desire to lead the programming and further develop the offered syllabus for students ages 10 months through 10 years of age and will have a strong knowledge in multiple styles with an emphasis on ballet. Teaching responsibilities will include technique classes, outreach activities and performance rehearsals. Performance and choreographic opportunities are available for teachers. The position reports directly to the Director.

## **SCHEDULE:**

Regular classes are held 4-8 pm Monday-Friday and 9 am-noon Saturdays, additional hours are required for weekend production rehearsals and performances. During the week variable hours are scheduled for community outreach, educational activities, and organizational planning and promotion. A minimum of one day each week no hours are scheduled.

## **DANCE-RELATED EXPERIENCE AND TECHNICAL SKILLS:**

The successful candidate will have the ability to

- Confidently teach a variety of students from recreational to serious dancers, ages 10 months to 10 years
- Guide the current syllabus and programming to build the Children's Division
- Integrate other art forms as necessary to support dance training
- Teach sound technique classes based on current best practices for the physical and developmental health
- Maintain a nurturing, friendly and appropriately challenging environment

## **PERSONAL CHARACTERISTICS:**

- Is punctual, energetic, organized, and flexible
- Willingly and easily adapts to change in a dynamic work environment.
- Demonstrates a pleasant demeanor when working with varied constituencies and personalities.
- Contributes positively to the organization as an integral member of the team.
- Is creative, outgoing, self-motivated, and detail-oriented.
- Possesses strong time-management and communication skills.
- Manages multiple projects simultaneously.
- Suggests operations and customer service strategies that maintain, grow, and strengthen school constituency.

## **Additional EXPERIENCE AND TECHNICAL SKILLS:**

- Clerical experience
  - Knowledge of Microsoft Office programs including Word and Excel.
  - Ability to operate and maintain a personal computer and telephone system.
  - Ability to learn and operate JackRabbit registration software.
  - Ability to learn and operate PatronManager ticketing software
  - Experience in working in database management preferred but not required.
- Customer service and/or fundraising experience desirable.
- General knowledge of and experience in working on basic marketing and social media campaigns desired but not required.

## **EDUCATION:**

High school diploma or G.E.D. **required**. College and arts background preferred.