

Thursday, March 10, 2022

## Interim Dance Chair

Company: Usdan Summer Camp for the Arts  
Location: Wheatley Heights, NY  
Compensation: 12600

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### ABOUT USDAN:

Usdan opens up a world for children to joyfully express their creativity and develop their artistic skills. Each summer, Usdan brings professional teachers and artists — actors, directors, playwrights, painters, sculptors, musicians, composers, dancers, poets, and novelists — to teach and collaborate with our campers, ages 5 to 18. Set on 140 acres of natural beauty in Wheatley Heights, Long Island, NY. Usdan is a safe, welcoming place within which campers have the freedom to build new friendships, explore nature, develop personal independence, and have fun, alongside their art making.

### POSITION SUMMARY:

The Interim Dance Chair will fulfill duties of the Department Chair from time of hire through August 19, 2022, including the following:

#### Ongoing:

- Provide leadership and vision for the department, informed by contemporary art and educational practices;
- Assist Administration in communicating and enforcing Usdan policies and procedures related to the studios, campus, and pedagogy;
- Foster diversity and inclusion at Usdan within hiring practices and program design;
- Create and manage partnerships with artists, external cultural organizations and art organizations;
- Communicate with Usdan Facilities staff regarding the conditions of buildings and needed repairs;
- Manage the Department staffing and supply budgets;
- Respond to family inquiries about the department and activities;
- Facilitate collaboration across the many studios and art forms taught at Usdan;
- Recruit, hire, supervise and mentor faculty members who are engaging, thoughtful teachers, and practicing artists.

#### During the Camp Season:

- Order and oversee the organization of supplies for all department classes;
- Maintain an inventory of supplies, particularly at the beginning and the end of the camp season;
- Organize student performances, including Festival (lunchtime shows for the camp community) and the gala;
- Talk with parents, students, faculty, and, when necessary the deans, to resolve challenges or conflicts that arise in the classroom;
- Facilitate weekly department meetings;
- Hire and place substitutes or cover classes when faculty is absent;
- Communicate with Administration about events, major activities and faculty job performance in the department.

The Interim Dance Chair will work with a team of arts and education professionals to support a diverse body of students.

Successful candidates have a willingness to try new things, welcome feedback, and are able to follow directions. They are adaptable, both in and out of the classroom, and enthusiastic about working with children. They are self-starters as well as collaborators. They can learn on the job and be part of a team that adapts routines as the summer goes. Perhaps most importantly, successful candidates consistently demonstrate empathy and respect for children and colleagues.

To perform this job successfully, you must be able to work in an outdoor camp environment and communicate with students and other staff effectively. Usdan provides staff with protocols at the beginning of the season that they are expected to read and follow. At the same time, Usdan staff understand that new challenges may arise during the camp season and often work together to problem solve and determine solutions as we go.

#### JOB REQUIREMENTS:

#### QUALIFICATIONS:

- ? A bachelor's degree in the art form or equivalent knowledge, skills, and abilities;
- ? A minimum of five years experience teaching in dance, preferably with students of a wide range of ages and experiences;
- ? Must have prior administrative experience;
- ? Must have experience hiring and managing staff, including selection, interview, and on-boarding;
- ? Must complete New York State required trainings, including but not limited to a Sexual Harassment Prevention training and a Child Abuse and Neglect/Maltreatment Identification. Links to required trainings will be provided after hiring.
- ? Must be fully vaccinated against COVID-19, and if eligible as defined by the CDC, have received a COVID-19 booster shot, before the first day of the camp season.

#### 2020 SUMMER SEASON DATES AND TIMES:

- ? Monday - Friday, June 27 - August 19, 2022, faculty are on campus 9:15 AM - 3:15 PM, closed July 4.
- ? Pre-season commitments include:
  - o Staff Orientation: tentatively scheduled for Saturday, June 4 AND Saturday, June 11, 9:30am-2:30pm (a two-day event pre-season, usually on a weekend).
  - o Family Orientation: TBD (a three-hour event to host families in the studios on campus. Usually on a weeknight in June).

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Usdan Summer Camp for the Arts  
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