

Thursday, August 11, 2022

Dance Faculty & Assistant to the Director

Company: ALDEN MOVES Dance Theater

Location: Brooklyn, NY

Compensation: Salary pay commensurate with experience, up to \$40,000/yr

► [Share](#) | [Print](#) | [Download](#)



About the Organization:

ALDEN MOVES Dance Theater is dedicated to making movement dance and making dance move--on stage and in the classroom. Comprised of a professional division, a children's division, and a recreational division for teens and adults, we are a repertory company dedicated to supporting artists whose work is steeped in tradition and infused with contemporary perspective. Further, we seek to inspire new generations of artists and audiences by offering classes in which the whole family can discover--or revisit--their joy of movement, music, and dancing. We're thrilled to have made our permanent home in Prospect Park South, where we've made Studio 1203 a playground for artists and students alike.

About the Position:

ALDEN MOVES Dance Theater is seeking a full time Creative Dance Teacher and Assistant to the Director. Applicants must have the ability to start training immediately following Labor Day and work a 32-36 hour in-person schedule, which includes the following hours:

Sunday 11:45am-1:45pm Teaching: 2 classes, 10-15 min breaks in between. Must also be able to hold availability immediately before and after this shift for on-call work in the form of an additional regular class, subbing needed for earlier classes, or additional studio bookings to follow.

Monday 12:30pm- 7:45pm Front Desk/Administrative Hours (to include a 45min lunch break)

Tuesday 10:00am-6:00pm Front Desk/Administrative Hours (to include a 30-60min lunch break)

Wednesday 12:30pm-7:45pm Front Desk/Administrative Hours (to include a 45min lunch/dinner break)

Thursday 12:30pm-7:45pm Front Desk/Administrative Hours (to include a 45min lunch/dinner break)

While the position is roughly 32-36 hours per week, additional hours will be required during performance seasons, and possibly during summer/winter break camps.

Responsibilities Include:

Front Desk support and security

Following COVID-19 safety precautions in the studio

General correspondence with parents, students, and other members of the community

Facilitating and organizing class registration

School Pick-ups: Coordinate the safe walk of 1-3 children from a local school to the studio on fixed days of the week, supervise a snack, and help them change into dance clothes as needed.

Assisting children's dance classes

Marketing for Studio 1203, including social media and e-blasts

Handling inquiries and bookings to rent Studio 1203

Supporting event planning and production

Assistance with grant writing

Assistance with press releases

Requirements:

Teaching experience with children in a dance studio setting

1-2 years of administrative experience in an arts or dance studio setting

Bachelor's degree in dance, arts administration, or a related field preferred

Strong ballet, modern and jazz background. Hip Hop and Pointe a plus.

Ability to delegate tasks to a small administrative team

Work with the Director to get to know our signature "GET MOVING Creative Dance" format, teaching style, and program goals.

Pursuit of continuing education applicable to teaching techniques

Detail-oriented team player who is punctual, reliable, and patient. An intuitive teacher with good communication skills, both in class and with studio management.

Strong communicator who takes initiative and is very organized.

Ability to conform to the studio's seasonal schedule, taking vacation time when the studio is closed, avoiding vacation time while classes and camps are in session, and switching to an 8:00am to 3:00pm schedule for the 6-8 weeks during the summer that camps are scheduled.

Flexible weekend/evening availability for required performances

Ability to sub additional classes

Conscientious execution and participation in COVID safety plans in the studio and adherence to state guidelines outside of the studio.

Proficiency in Microsoft Word & Excel and Google Docs

Familiarity with (or willingness to learn) registration software, and website building and editing programs, including Weebly, Chargebee, Dance Studio Pro, Canva, Adobe Photoshop, Audacity, and iMovie.

Must be able to commute to Prospect Park South.

Compensation:

Salaried pay commensurate with experience, up to \$40,000/yr. Fringe benefits include comped dance and Pilates classes. This position is full time, roughly 32-36 hrs/wk.

How to Apply:

Interested applicants should email their resume and cover letter to info@aldenmovesbk.com by Thursday, August 18, with 'Teacher & Assistant to the Director' in the subject line.

ALDEN MOVES Dance Theater
1203 Church Ave
Brooklyn, NY, 11218
347-365-6713
aldenmovesbk.com

For more information:
Alden LaPaglia
info@aldenmovesbk.com

[< back](#)

[previous listing](#) • [next listing](#)