

Monday, December 12, 2022

## Co-Assistant Director of Dance

Company: Mind-Builders Creative Arts Center  
Compensation: \$40/hour

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Mind-Builders Creative Arts Center is seeking an experienced, part-time Co-Assistant Director for the exciting, warm and committed Dance Department. The ideal candidate will have substantial experience teaching dance and administrative skills necessary for overseeing programs. Pay offered is \$40/hour. This is an on-site, part-time position at 18 - 20 hours per week. Saturdays are required (8-hour shift to be scheduled between 9am - 7:30pm) and the remaining 10-12 hours will be split over two or three weekdays (between the hours of 12pm - 6pm). Located in a bright, newly renovated facility close to public transportation in the Northeast Bronx, Mind-Builders conducts nationally recognized programs dedicated to youth, while pioneering innovative ways of using the arts as a tool for healthy youth development, community empowerment, creative self-expression, and healing.

### Responsibilities & Duties:

- ? Assist Dance Department Director with organization of Dance Department, offer new ideas, coach dance instructors and contribute to program planning
- ? Help lead, coordinate, and implement all tasks associated with recitals, performances and events, costuming process and dance trips
- ? Assist with the development of a comprehensive dance curriculum and annual dance schedule
- ? Facilitate and build new relationships with schools and community organizations to recruit students
- ? Substitute for dance teachers as needed in at least 2 dance disciplines

### Skills & Qualifications

- ? Advanced Degree and/or Training in Dance, Dance Education and/or Youth Development plus 10+ years of experience
- ? Prior experience in planning, organizing, and overseeing all aspects of dance productions
- ? Skilled in addressing youth behavioral issues during programming and other interpersonal conflicts
- ? High degree of organizational skill, ability to handle multiple projects in various stages of development
- ? Demonstrated ability to proactively prioritize and manage time, juggle multiple duties and tasks, and meet deadlines
- ? Strong verbal and written communication skills, strong interpersonal skills and diplomacy

All staff are required to be vaccinated.

Please send a cover letter and resume to Melvada Hughes, Dance Department Director at [mhughes@mind-builders.org](mailto:mhughes@mind-builders.org).

Mind-Builders is an equal opportunity employer that does not discriminate based on race, ethnicity, color, national origin, gender, sexual orientation, age, ability, veteran status or otherwise. The mission of Mind-Builders Creative Arts Center is to inspire the growth of youth, families and the community through quality arts and education programs. Join us!

Mind-Builders Creative Arts Center

For more information:  
Melvada Hughes  
[mhughes@mind-builders.org](mailto:mhughes@mind-builders.org)

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