

Wednesday, May 3, 2023

Director of Dance

Company: JCC Mid-Westchester
Location: Scarsdale, NY
Compensation: 78-80,000

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Essential Duties and Responsibilities:

Hire and supervise all Dance School staff (teachers, pianists and choreographers).

Oversee all classes in dance school : preschool – adult; creative ballet, ballet, pointe, tap, and Hip Hop during the school year and summer sessions.

Ability to teach ballet classes for children through adults at all levels.

Substitute for teachers as needed.

Develop and innovate new classes and programs.

Evaluate current dance offerings in Westchester and suggest new directions and programs.

Observe classes throughout the year for teacher/student evaluation; keep communication with instructors open in case of any issues that may arise.

Update and revise all necessary paperwork, program guides and budgets for Dance School and annual dance concert.

Write recommendation and reference letters for high school students.

Communicate regularly with parents and students throughout the year.

Maintain and update email list yearly for mailing and notifications.

Network and communicate with colleagues in the dance community for future endeavors and opportunities for our school's expansion and improvement.

Arrange special Master Classes (Winter/Spring) and Guest Teachers.

Work with Marketing/Communications Dept. staff to plan Dance School-related flyers, press releases, promotions, advertisements, announcements and general publicity.

Schedule, organize, hire and supervise for the school year vacation weeks programs for age 3-5 years old. Dancin' & Prancin' is from 9:30 AM-12:00 PM during spring break, and winter break dates.

Audition, cast, produce and choreograph the annual March concert of The Westchester Theatre of Dance (WTD), which is the JCCMW's performance company.

Hire and supervise creative and technical staff for WTD annual performance

Manage dance studio rentals and scheduling of other departments in the dance space.

Full Time/ 40 hours weekly.

Work schedule: Sunday - Thursday (January - March)

Monday - Friday (April - December)

Education and/or Work Experience Requirements:

Appropriate advanced ballet and dance training.

Knowledge of budgeting and financial management

Dance teaching experience

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For more information:
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