

Friday, June 2, 2023

## Athletic Dance Education Coordinator

Company: BAAD! Bronx Academy of Arts and Dance  
 Location: Bronx, NY  
 Compensation: \$25/hour

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Athletic Dance Education Coordinator  
 Location: Bronx, NY Department: AATT Academy  
 Type: Temporary, Part-Time, min. 25 hours per week Salary: \$25/hour

### Mission

BAAD!'s mission is to create, produce, present, and support the development of cutting-edge and challenging works in contemporary dance and all creative disciplines that are empowering to women, Latinx and people of color, and the LGBTQ+ (lesbian, gay, bisexual, transgender, and queer) community.

### Position Description

BAAD! seeks a motivated candidate to serve as the Athletic Dance Education Coordinator (DEC) for the summer 2023 term of AATT Academy, an athletic adventure in dance education for students ages 6 to 9 years old. The athletic dance program is inspired by the training of BAAD!'s Artistic Director and Co-Founder, Arthur Avile?s, an accomplished choreographer and dancer who toured the world as a member of Bill T. Jones/Arnie Zane Dance Company before returning to the Bronx with his own dance company, Arthur Avile?s Typical Theatre (AATT).

The DEC is responsible for the oversight and coordination of the AATT Academy to ensure that each student receives exemplary instruction in dance. The DEC recruits students, hires the teaching instructors to integrate established curriculum standards into their classes. Additionally, the Dance Coordinator will serve as a spokesperson and ambassador for the AATT Academy in the community and to current and prospective funders. Some in-person teaching may be required, as needed.

This position is a temporary position, part-time and hybrid (in-person and virtual), and is 25 hours/week (not including substitute teaching time), and can reach up to 35 hours per week during the summer 2023 class term. Compensation is \$25/hour.

### DUTIES AND RESPONSIBILITIES

#### Overview

- ? The DEC leads the implementation of the AATT Academy Athletic Dance Program including hiring teachers, administrative support, working with technical support and supervising the Dance Education Assistant so that the program operates effectively and efficiently.
- ? Leads recruitment efforts in schools and neighborhood outreach, and maintains current, and builds new, relationships with and manage communication between BAAD! and guardians, teachers, schools, organizations, and local businesses.
- ? The DEC reports to the Deputy Director and schedules and leads weekly progress meetings with them.
- ? Attends Staff and Marketing Meetings as requested.

#### Recruitment

- ? Recruit 26 students (13 boys, 13 girls) from local neighborhood and schools within the Westchester Square area and surrounding neighborhoods of the Bronx.
- ? Coordinate tabling schedule, locations and staffing. Identify events and in-person meetings for recruitment opportunities.
- ? Create and maintain prospective inquiries list for summer term recruitment, and maintain and update AATT Academy lists: current students, alumni, schools, teachers.

#### Program Preparation

- ? Recruit and schedule teaching instructors. Coordinate substitute schedules as necessary.
- ? Review inventory, equipment and materials needed for the program and coordinate purchases.
- ? Schedule Teacher Orientations and Teacher and Guardian Meet & Greet. Ensure attendance.
- ? Coordinate with Production & Tech Coordinator on staffing tech support for the program and events.
- ? With the supervision of Deputy Director, create and finalize ROCK/Run of shows for: Dance Education Assistant Orientation; Teacher Orientation; Teacher and Guardian Meet & Greet; Daily Class Structures + Schedule; and Sharing Day
- ? Schedule and coordinate class field trip attendance to Young Dancemakers Company performance at Lehman College.

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#### During Program

- ? Manage & supervise the day-to-day program, and update and execute the ROCKs for Daily Class Structures and lead the dance education team consisting of Dance Education Assistant (DEA), Tech Support and Intern.
- ? Conduct daily post-session debriefs, and address any issues..
- ? Observe, assess & evaluate teachers. Schedule meetings as needed to ensure top quality youth dance education.
- ? With the assistance of the DEA, maintain daily log of student attendance. If student is a no-show, contact guardian.
- ? Maintain relationships with current guardians, teachers, schools, organizations, and local businesses for future recruitment efforts via bi-weekly communicate for continued engagement. Communicate may include photos or short videos of students and teachers in class.
- ? Connect with Deputy Director on development of marketing materials for Fall 2023 term recruitment.
- ? Coordinate all aspects of sharing day.:

#### Post Program

- ? Conduct end of program inventory, equipment and materials needed for orientations, in-class sessions, and sharing day.
- ? Conduct end of program debrief with teachers, and with Deputy Director.
- ? Follow up with guardians on surveys. Transfer responses to a document for Deputy Director review.
- ? Follow up with any Fall 2023 term inquiries and registration materials.

#### QUALIFICATIONS

- ? Familiarity with and enthusiasm for youth dance education programs; Experience preparing dance curriculum for youth
- ? Personable, friendly, and comfortable working with small children (ages 6 to 9) and their parents/guardians.
- ? Excellent organizational skills and the ability to work under pressure, to adapt easily to changing situations and priorities, and to meet multiple deadlines and goals simultaneously
- ? Strong work ethic, professional manner, high standards, and the ability to work independently as well as in a team environment essential
- ? Dance teaching experience preferred; focus on ages 6 to 9 a plus
- ? Ability to work well and build relationships with schools, organizations, businesses and local surrounding neighborhood
- ? Respect timelines and deadlines
- ? Keen attention to detail and highly organized
- ? Experience using Google Suite
- ? Strong written and verbal communication skills
- ? Flexibility and adaptability to shifting priorities
- ? Ability to speak Spanish a plus.

#### Hours & Compensation

Rate: \$25 per hour

Start date: As soon as possible End Date: August 18, 2023

#### To Apply

BAAD! is an equal opportunity employer and encourages applications from all interested and qualified candidates who are eligible to work in the United States. BAAD! encourages women, people of color and LGBTQ+ people to apply.

Please send a cover letter and resume to: [info@baadbronx.org](mailto:info@baadbronx.org) with the subject line: Athletic Dance Education Coordinator Position. Position is open until filled, but priority will be given to applications received by Friday, June 9, 2023.

For more information on BAAD!, visit: [baadbronx.org](http://baadbronx.org).

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[< back](#)

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