

Thursday, January 4, 2024

## Dance Education Assistant, Spring 2024

Company: BAAD! Bronx Academy of Arts and Dance  
Location: Bronx,, NY  
Compensation: \$20/hour

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Dance Education Assistant, Spring 2024 Term

Location: Bronx, NY Department: AATT Academy

Type: Seasonal, Part-Time Salary: \$20/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. BAAD!'s AATT Academy is an athletic dance education program for students ages 6 to 9 years based on the dance training of our Artistic Director, Arthur Aviles.

### JOB DESCRIPTION

BAAD! seeks a Dance Education Assistant (DEA) for its AATT Academy athletic dance program for the Spring 2024 term.

The DEA works closely with the Dance Education Coordinator in preparation for the program and with teaching artists during dance classes. It is important to note that this position is an in-class support position which requires strong hands-on classroom management skills, excellent communication skills and experience working well with elementary school-aged children.

The DEA provides in-class assistance and is responsible for acclimating up to 26 students to AATT Academy's core values and structure. This position requires strong leadership and studio/classroom management skills. This includes upholding safety requirements and policies to ensure a safe dance learning environment.

The DEA assists in the setting up of the studio space, welcoming students, logging attendance, monitoring the classroom, assisting teachers, and dismissing students to guardians. The DEA works closely with the Coordinator, teaching artists and Tech Staff by executing the ROCK/Run of Show daily class structure including but not limited to managing classroom order, time keeping and transitioning students to the dance space. It is important to maintain clear communication with each teaching artist and demonstrate a willingness to step in when support is needed. Building and fostering a respectful, positive dance studio environment is paramount.

This position is part-time and in-person. Some in-person teaching may be required, as needed.

The DEA position (not including teaching) schedule ranges from 10 hours per week (for recruitment and program preparation) up to 20 to 25 hours per week (during summer classes). Compensation is \$20/hour.

### DUTIES AND RESPONSIBILITIES

#### Recruitment

Assist with the recruitment of 26 students (13 boys, 13 girls) from local neighborhoods and schools within the Westchester Square and surrounding neighborhoods of the Bronx.

Coordinate tabling materials, work tabling as scheduled.

Alongside the Dance Education Coordinator, maintain prospective inquiries list for summer term recruitment.

Assist with the maintenance and update of AATT Academy lists: current students, alumni, schools, teachers.

Coordinate necessary forms and documents received for registration.

Under the supervision of the Dance Education Coordinator, assist with follow ups on student recruitment, updating of teacher schedules, list maintenance, and communications with parents.

Communicate via email, phone, snail mail, and other methods as needed.

#### Summer Program Preparation

Attend DEA Orientation

Attend Teacher Orientation and Teacher and Guardian Meet & Greet

Review ROCK/Run of Show structures for orientations and classes.

Assist with class dress rehearsal and run through

Assist Dance Education Coordinator with the inventory of materials needed for student arrivals

Prepare class signage as instructed.

#### Set-up and Student Arrival

Connect with the Dance Education Coordinator (DEC) prior to the beginning of class to go over program tasks, structure and ROCK flow of the day.

Punctuality is crucial. This position requires a minimum of one hour arrival before the classes begin, giving plenty of time for set up. See schedule below for details.

Set up the studio space before the program begins: student homebase (tape), gymnastics mats when necessary, and putting up AATT Academy charts or signs.

Assist in welcoming students at the door and ensuring Covid-19 related safety measures and student preparation routines: masks on before entering (optional), communication to guardians on dismissal time.

Guide and monitor students through the AATT Academy prep routine before entering the studio; wash up, cubby for coats, nametags.

Assist in monitoring students during video / booktime before the start of classes.

#### During Class

Manage and assist 26 students (ages 6 to 9), by keeping students focused and on task.

Assist the Teaching Artist by managing the classroom and tending to individual students needs outside dance instruction as they arise. Examples: monitoring hallway area, providing first aid kit, managing bathroom and water breaks, calling guardian if necessary to communicate early pick-up in case of sickness.

Maintain and enforce studio safety regulations: masks on during dance, students on homebase, social distancing while in the studio.

Provide modifications to individual students when necessary.

Timekeeping during class is essential. DEA ensures class begins and ends on time.

Reinforce AATT Academy core values during the program to students.

Lead the students through transitions from one class to the next.

Provide in-class assistance to Teaching Artists as needed.

DEA may serve as substitute instructor in the event of a teacher/substitute absence.

Update roster information and share with DIC

#### Class Wrap-Up and Strike + Restore

Lead a smooth and safe dismissal process. Lead students in getting prepared to leave in an orderly fashion. Dismiss students to parents in an organized manner.

When all students have been dismissed, the DEA attends a 30 min (max) debrief led by the DEC to go over notes and refine in-class support as needed.

Put away floor tape used for student placement, signs, cubbies, mats, any class materials after the program and restore the space. The DEA assures the studio space is restored before leaving the building.

Share notes of the day with Dance Education Assistant and refine in-class support as needed.

#### Qualifications

Confident leadership personality, friendly, and comfortable working with elementary school-age children.

At least two years of dance teaching or assisting experience with elementary school-age children.

Ability to demonstrate skills in quickly handling concerns and resolving problems

Excellent communication skills

Fluent in English. Spanish is a plus but not required.

Experience working in NYC public schools is a plus but not a required

#### Hours & Compensation

Rate: \$20 per hour

Start date: as soon as possible

End Date: May 3, 2024

#### Important Dates & Schedules

##### Recruitment and Program Preparation Hours:

up to 10 hours per week, preceding start of the classes

##### Dance Education Assistant Orientation

date to be scheduled upon hire

##### Teacher Orientation

Mon, Feb 12 from 4:30pm to 5:30pm

##### Guardian Meet and Greet

Mon, Feb 12 from 6pm to 7pm

##### Spring Term Schedule

Spring Intensive (Monday to Friday)

Mon, Feb 19 to Fri, Feb 23 from 8:30am to 2pm

After School (Mondays and Wednesdays)

Mon, Feb 26 to Wed, April 17 from 2:30pm to 5:30pm

Spring Intensive (Monday to Friday)

Mon, Apr 22 to Apr 26 from 8:30am to 2pm

##### Sharing Day

Friday, April 26 from 2pm to 3pm

##### The Dance Education Coordinator will also receive:

Free studio rental space at BAAD! during term of hire

Complimentary tickets to BAAD! events during term of hire

Letters of recommendation / references for future work

#### 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: [marcus@baadbronx.org](mailto:marcus@baadbronx.org) with the subject line: AATT Academy Dance Education Assistant - Spring 2024. Position is open until filled, but priority will be given to applications received by Monday, January 15, 2024.

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

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