

Friday, August 12, 2022

## Dance Faculty & Studio Administrator

Company: ALDEN MOVES Dance Theater

Location: Brooklyn, NY

Compensation: starting at \$28/class and \$15-17/hr for administrative hours

► [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 true playground for artists and students alike.

### About the Position:

ALDEN MOVES Dance Theater is seeking a part-time Ballet, Contemporary Modern & Creative Dance Teacher and Studio Administrator for the 2022-23 School Year (September 10, 2022- June 19, 2023) Applicants must have the ability to start training immediately following Labor Day and work the following 10-13 hr/wk in-person schedule:

Thursday 2:30-3:30pm Desk/Admin or School Pick-up Time

Thursday 3:45-7:30pm 3 Classes, 10-15 min breaks in between

Saturday 9:15am-2:15pm (until 6:30pm during Nutcracker Season and possibly for spring Masters of Style rehearsals) 1 Class, remainder Desk/Admin time

### Responsibilities Include:

Preparation of well-paced, age-appropriate and level-appropriate GET MOVING! Creative Dance, Ballet, and Contemporary Modern Dance classes

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

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 class registration and other studio administrative duties

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

Supporting event planning and productions

### Requirements:

Teaching experience with children in a dance studio setting

Pursuit of continuing education applicable to teaching techniques

Classical training with strong ballet and modern backgrounds. Jazz and Hip Hop a plus.

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

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 ability to quickly pick-up: Weebly, Chargebee, Dance-Studio Pro, Canva, Adobe Photoshop, Audacity, I-Movie

Compensation:

Pay commensurate with experience, starting at \$28/class and \$15-17/hr for administrative hours. Fringe benefits include comped dance and Pilates classes.

How to Apply:

Interested applicants should email their resume and cover letter to [info@aldenmovesbk.com](mailto:info@aldenmovesbk.com) by Thursday, August 18, with 'Teacher & Studio Administrator' in the subject line.

---

ALDEN MOVES Dance Theater  
1203 Church Ave  
Brooklyn, NY, 11218  
347-365-6713  
[www.aldenmovesbk.com](http://www.aldenmovesbk.com)

For more information:  
Kathleen or Kana  
[info@aldenmoves@gmail.com](mailto:info@aldenmoves@gmail.com)

---

[< back](#)

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