



American Dance Training Camp

The **ULTIMATE** Overnight Dance Camp!

www.AmericanDanceTrainingCamp.com

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Affiliate Instructor Job Description

Job Title: Affiliate Instructor (AI)

Reports To: VP Programming

Position Purpose: ADTC Affiliate Instructors (AIs) are freelance professional dancers, teachers & choreographers hired to be "on-call" for work at ADTC summer overnight camps, boot camps, events & private camps. If hired as an ADTC Affiliate Instructor, you are also officially "endorsed" by American Dance Training Camp, which means that in addition to being eligible for Instructor work at ADTC camps & events, ADTC will also help market your personal workshops, performances & events through our website, social networking and newsletters! AIs can even use the ADTC logo in their own marketing efforts for these workshops & events. AIs are "Independent Contractors," working for ADTC on an "as-needed" basis, when their schedule allows.

Essential Job Functions:

- Teach private camps & workshops, as requested**
 - Travel to dance studios as needed/as available representing American Dance Training Camp and teaching private, highly customized weekend (one, two or three-day...offered all year long) and week-long (Sunday - Saturday, offered summers only) dance boot camps in your dance specialties.
 - Teach 3-5 dance classes per day, totaling approximately 4-5 hours of daily dance instruction.
 - Refer dancers to ADTC overnight camps (earn "referral rewards" when they enroll...see below!)
 - The best part: For private camps where you are the sole-instructor, you can set your own fees!
- Be an Active Participant in the online American Dance Training Camp community**
 - Maintain an Up-to-Date Biography on ADTC's website (contact the national office when there are updates/changes to be made)
 - Maintain an Up-to-Date Profile Page on ADTC's online social network, FreeToDance.net. This is where dance studio owners and private camp organizers can learn more about you as a dance teacher and get a feel for your personality! It's your place to sell yourself!
 - Post at least one instructional dance video & one performance video per month
 - Update your pictures each month
 - Update your blog frequently, but at least once per month
 - Email or call the ADTC national office bi-weekly with your updated schedule - we will be twittering, messaging facebook fans and sending regular e-blasts to our mailing lists throughout the year with updates on where to find our awesome instructors!
 - Become a "fan" of American Dance Training Camp on Facebook
 - Actively participate by posting comments, recommending events, etc.
 - Promptly reply to emails from people interested in your workshops &/or services
- Work with VP Programming & ADTC Program Directors to coordinate your summer teaching schedule**, when positions are available
 - Contact VP Programming by April 2010 to inquire about available positions & indicate your location preferences

Qualifications:

- Must be 21 or older.
- Must have a valid driver's license and a clean driving record.
- Bachelor's Degree Preferred.
- Successful completion of criminal background checks process.
- Non-US Citizens **MUST** have US work visa (J-1) as a condition of employment.

Knowledge, Skills, and Abilities:

- Must be a talented and experienced dance teacher capable of independently leading exciting, challenging dance classes (warm-ups, across-the-floor work, and routines to perform).
- Must love teaching and sharing your passion for dance.

- Must be a mature, responsible, fun-loving individual.
- Must love kids and love being a positive role-model.
- Must be ready to help make ADTC a great experience for everybody, including yourself!
- Ability to accept supervision and guidance as well as organize and oversee activities of staff and dancers.
- Ability to establish and maintain effective and productive working relationships and customer service within a diverse and multicultural environment.
- Ability to interact with all age levels.

Income Potential:

- **If hired as summer Instructor-Counselor, your compensation would be:**
 - **\$850/week** for returning ICs working at least two consecutive sessions (plus full room & board and travel compensation up to \$100 total).
 - **\$800/week** for returning ICs working one session (plus full room & board and travel compensation up to \$100 total).
 - **\$750/week** for new ICs working at least 2 consecutive sessions (plus full room & board and travel compensation up to \$100 total).
 - **\$700/week** for new ICs working one session only (plus full room & board and travel compensation up to \$100 total).
- **If hired to teach at ADTC Spring Boot Camps, your compensation would be:**
 - **\$225/day** (approx. 4 - 5 hours/day on weekends)
- **If hired to teach private camps or workshops, you set your own fees!**
- **FREE Marketing by ADTC for your current workshops & events = more registrations = more \$\$!**
- **Camper Referral - AIs who refer campers to ADTC overnight camps (through their private workshops or events) earn compensation according to the rules below:**
 - Get 4 – 6 new campers to enroll in an ADTC overnight camp session – earn \$100/camper + \$100 bonus
 - Get 7 – 10 new campers to enroll in an ADTC overnight camp session – earn \$100/camper + \$200 bonus
 - Get 10 – 20 new campers to enroll in an ADTC overnight camp session – earn \$100/camper + \$300 bonus
 - Get 20 + new campers to enroll in an ADTC overnight camp session – earn \$100/camper + \$1000 bonus
 - Grand Prize: The ADTC Employee who enrolls the most new campers will earn \$5000 cash (must be more than 20 new campers)!
- **AIs May Coordinate ADTC Winter/Spring Info Sessions in Their Area or Online:**
 - \$100 for each info session PLUS referral compensation according to the rules above. In 2010, ADTC is specifically looking to target areas near major cities (NYC, Boston, San Francisco, Atlanta, Denver, etc.).

ADTC 2010 Staffing Needs

Year-Round Dance Boot Camps (Studios throughout the US & abroad): There is no limit to the number of "Affiliate Instructors" (AIs) we can hire. Our needs will be dependent on the number of dance studios requesting boot camps, and their needs in terms of dance discipline/s & location of AI. ADTC can only promise to extend firm job offers to willing and available AIs on a rolling basis, as soon as a dance boot camp warrants hiring.

Summer Overnight Camps (Stratton, VT; Squaw Valley, CA; Copper Mountain, CO & WCU Cullowhee, NC): To qualify for employment as an "Instructor-Counselor" (IC) at an ADTC summer overnight camp, you must first be hired as an AI. At minimum, we will need three ICs staffing each camp session. Beyond this, our needs will be dependent on the number of registered campers in each session. We intend to maintain a counselor-camper ratio of 1:7. As registrations continue to come in daily through the first day of camp and beyond, it is impossible for us to know definitively how many ICs per session we will need. Once the three ICs per session are hired, ADTC can only promise to extend firm job offers to the remaining willing and available Affiliate Instructors on a rolling basis, as soon as a session's enrollment warrants additional hires.

Affiliate Instructor Applicant Agreement

I understand the expectations of the Affiliate Instructor position as outlined in the Affiliate Instructor (AI) job description. My signature below indicates that, if hired as an American Dance Training Camp Affiliate Instructor and I am extended an opportunity to work as an Instructor-Counselor (IC) or boot camp instructor, I will strive to not only meet but exceed the expectations set forth for the respective position.

I certify that I am fully capable of leading dance classes of all levels (beginner – advanced) in the following dance disciplines:

I understand that my employment at an ADTC summer overnight camp is dependent upon successful completion of the pre-camp staff training. I further understand that my employment at ADTC is dependent on camper enrollment. My signature below indicates I am willing and able to be hired by ADTC at any time when enrollment in the following sessions might warrant my hiring: *(indicate spring & summer sessions/locations for which you are available in 2010)*

I understand that, if extended a job offer by ADTC for a specific session/s and I accept I will be agreeing to forego all other job leads or potentially conflicting activities I may have been pursuing, including any performance opportunities. I further understand that, due to circumstances such as low enrollment or other factors, ADTC may not hire me at all.

I have read, understand, and by my signature consent to these statements.

Print Name: _____

Signature: _____ Date: _____