



ADTC – The ULTIMATE Overnight Dance Camp!

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Ask Us Anything!

866-383-ADTC

REGISTERED DANCE CHOREOGRAPHER JOB DESCRIPTION (year-round)

Job Title: Registered Dance Choreographer

Report To: Office Manager &/or Owner; Program Director (at overnight camps); Movement Director (at local camps, programs & workshops)

Supervise: Junior Instructor-Counselors (at overnight camps); Registered Dance Teachers (at local camps, programs & workshops)

Purpose: ADTC Registered Dance Choreographers are “Independent Contractors” who independently choreograph and teach master dance classes, dance camps and events throughout the US & abroad “as needed” by ADTC (and when your schedule allows). Registered Dance Choreographers (“RDC’s”) assist ADTC in mutually beneficial cross-marketing efforts to reach larger audiences for workshops, performances, camps & events. In dance classes, RDCs are also primary caregivers for groups of dancers, coordinating and carrying out the dance curriculum and guiding students in their growth as dancers and as people.

Essential Job Functions:

1. Plan, coordinate & teach your choreography at ADTC dance classes, camps & events, both online & on-site. The core dance techniques offered at American Dance Training Camps are Hip Hop, Contemporary and Jazz (styles of Jazz vary and may include Lyrical, Broadway, Modern, etc), but additional styles like Ballet, Tap and World Dance, etc. may also be offered.

Specific RDC responsibilities include:

- Travel to ADTC hometown camps as needed/as available to teach private, highly customized weekend (one, two or three-day) and week-long (Monday – Friday) dance camps in your dance styles/specialties.
- Actively help market yourself and your camps/workshops/events through the ADTC website, YouTube Channel, FreeToDance.tv, Facebook, ADTC Blog, Twitter & other social media sites - use social tools like Instagram/Vine to increase engagement with our community (each month we will select a “Choreographer of the Month” to feature across all digital media channels based on social media engagement).
- Coordinate the direction, supervision and organization of students of all dance abilities and experience.
- Supervise (delegate/evaluate) Registered Dance Teachers during dance class.
- Independently lead each dance class: warm-ups, across-the-floor work, conditioning, combinations, etc.
- Teach an original 2-3 minute performance piece to each student group, as assigned by ADTC National Office &/or your Director.
- Arrive 10 minutes prior to the start time of class & bring all necessary materials: iPod, iPod speakers (if necessary), class lesson plan, hand-outs, brochures/enrollment cards, attendance books, stickers, etc.
- Ensure that dance screening and dance classes in general are as non-competitive and encouraging for each camper as possible.

2. Be a role model to dancers & dance teachers in your attitude and behavior.

- Be accessible, responsible and a positive influence on students throughout all facets of the dance program.
- Be aware of and implement all safety and security rules, guidelines and procedures.
- Assure students are properly supervised at all times.
- Set a good example for dancers in regard to general class procedures and practices, including schedule (timeliness) and sportsmanship.
- Engage students and dance teachers in friendly/positive conversation before/after class.
- Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; promptly report necessary repair to Movement Director and/or appropriate facilities management.

Other Job Duties:

- **New Choreographers: Participate in Mandatory Dance Choreographer Certification (50 Hr Residential Training)**
- Contribute to verbal and written evaluations and communication as requested.
- Provide ongoing program ideas to National Office.
- Perform any health care task beyond those assigned as needed.
- Work cooperatively with all staff employed by ADTC and the facility we are leasing.
- Be knowledgeable of outside health resources.

Equipment Used:

- Music Players (iPod speakers, iPods, karaoke machines, etc).
- Assist campers with washers and dryers.

Qualifications:

- Must be 21 or older.
- Current certification in first aid and CPR (RDCs are responsible for renewing their certification before beginning their teaching contract!)
- Bachelor's Degree Preferred.
- Must submit health history record and examination form prior to contract start date.
- 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 choreographer & teacher capable of independently leading exciting, challenging dance classes (warm-ups, across-the-floor work, and performance routines).
- Must be a mature, responsible, fun-loving individual and love sharing your passion for dance.
- Must love kids and love being a positive role model to students & teachers in your attitude and behavior.
- Must be ready to help make your ADTC dance programs a great experience for everybody, including you!
- Must be able to accept supervision and guidance as well as organize and oversee activities of teachers and dancers.
- Must be able to establish and maintain effective and productive working relationships and customer service within a diverse and multicultural environment that includes all ages.
- Must be able to observe student/teacher behavior, assess its appropriateness, enforce safety regulations and emergency procedures, and apply behavior-management techniques.

Opportunities for Registered Dance Choreographers:

Registered Choreographers may be hired by ADTC as Instructor-Counselors at overnight/hometown camps or for online dance courses & national events. They will also be notified about inquiries for private bookings & custom choreography.

Note: All Choreographers new to ADTC must receive their Choreographer Certification. Successful completion of choreography/teaching skills verification is required before registering.

The ADTC Team:

Registered Dance Choreographers are responsible for any and all of the above. ADTC staff work as a Team and teach our dancers to work as a Team. Staff members that do not wish to participate in some of the duties listed above are subject to docked pay. Every one of our staff members, regardless of resume and professional dance experience, should be willing to put the needs of our dancers ahead of their own personal needs while at "on duty" during class.