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AMERICAN DANCE TRAINING CAMPS

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MOVEMENT DIRECTOR JOB DESCRIPTION (school year)

Job Title: Movement Director (MD)

Report To: Office Manager and/or Owner

Supervise: Movement Teachers, Movement Teacher Trainees

Position Purpose: MDs plan and deliver the highest quality school-based dance program ("movement") – including dance classes, camps & events - in their local community. MDs also take charge of the business management and overall operation of their dance movement at the direction of the Office Manager, maintaining strong communication with the National Office, hired teachers, rental facilities, and most importantly, parents and dancers. MDs help direct Dance Teacher Trainings for hired contract teachers as needed in their community at the direction of the Owner and/or Office Manager.

Essential Job Functions:

- **Participate in Mandatory Online Training June 2 & 3 (25 hours online learning, exact dates/times TBD)**
- **Participate in Mandatory Staff Training & Teaching/Skills Certification** offered in-person & on-site as a residential one-week "camp" (choose from [3 summer locations](#)) beginning Thursday at 7pm & ending Wednesday at 2pm in each location (MDs not eligible for travel reimbursement)
- Coordinate class details with schools (office staff or PTA) and/or other facilities (community centers, YMCA)
- Answer phones; return calls, manage parent communication, emails, contact requests, etc for your movement location/s.
- Deliver a fun program to dancers.
- Ensure that movement teachers and dancers know and follow safety and educational procedures during dance programs.
- Assist in the management and care of the physical facilities and equipment in all program areas.
- Supervise and evaluate teachers to develop and implement all facets of dance program.
- Develop and implement schedules and records for all areas of dance program and facilities.
- Oversee the daily operation of the dance program including business, dancer and teacher supervision and parent relations.
- Oversee the health and safety of dancers and teachers.
- Be prepared at a moments' notice to substitute teach any dance classes, for one day or entire season, as necessary.
- Manage canteen accounts.
- Restock canteen and office as necessary.
- Manage documentation (especially through social media) of daily dance program, photos, videos, etc.
- Handle all marketing during your program sessions.

Qualifications:

- Must be 21 or older.
- Must have a valid driver's license and a clean driving record.
- Must be available to direct ENTIRE school year program (fall, winter & spring) at given movement location/s.
- College degree highly preferred.
- Entrepreneurial, highly organized and goal oriented.
- Experience in the development and delivery of programs and activities for similar population or previous work with ADTC preferred.
- Experience in management, customer service and administrative roles at similar camp or dance studio preferred.
- Very computer literate (Word, Excel, Power Point, Gmail, social networking).
- Must have a valid driver's license and a clean driving record.
- Must have a vehicle.
- Must have own laptop PC or MAC with Internet capability for office work.
- Self-motivated; ability to function autonomously.
- Current certification in first aid and CPR.
- Must submit health history record and examination form prior to first day of class (if teaching dance).
- Successful completion of criminal background check process.
- Non-US Citizens MUST have US work visa 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 at the End of Dance Revue).

- 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 dancers and staff in your attitude and behavior.
- Must be ready to help make your American Dance Movement a great experience for everybody, including you!
- Must be able to accept supervision and guidance as well as organize and oversee students & teachers.
- Must be able to establish and maintain productive working relationships and customer service within a diverse and multicultural environment that includes all ages.
- Must be able to observe dancer/teacher behavior, assess its appropriateness, enforce safety regulations and emergency procedures, and apply behavior-management techniques.

Movement Director Compensation:

Spring Training Compensation (25 Hrs): \$150 flat for returning MDs; Unpaid for new PDs (required before beginning contract)

Income & Benefits: The per-dancer tuition for your dance movement is decided based on demographics in your area. Your potential income as Director will vary based on the number of dancers in your program.

# Dancers	# Classes/Week	# Hours Worked/Week	30 Week Salary	Hourly Rate
20	2	4	\$1,890	\$15.75
50	3	6	\$4,725	\$26.25
100	5	10	\$9,450	\$31.50
150	6	12	\$14,175	\$39.38
200	7	12	\$18,900	\$52.50