

Dance Coordinator

Organizational Summary

The Arvada Center for the Arts & Humanities celebrates and elevates the human condition with engaging arts, humanities, education, and entertainment that expand the cultural landscape for everyone. The Arvada Center strives to create and maintain an inclusive and welcoming environment for all artists, actors, staff, volunteers, and patrons.

Position Summary

Reporting to the Director of Education, this position works collaboratively with Education staff to coordinate all aspects of the Arvada Center Dance program including the Dance Academy, General Dance classes, and the Arvada Center Dance Theatre. Responsibilities include providing, coordinating and planning the dance schedule, coordinating and planning one fall and two spring dance concerts, communicating with dance parents and students both in person and via email, efficient and courteous customer service. Responsible for supporting and contributing to revenue sales goals through development of dance program awareness, attendance and class offerings. This position is a strong advocate for promoting the values of Inclusion, Diversity, Equity and Access (IDEA) throughout the organization.

Responsibilities

Coordinate the Dance Program:

- Develops curricula and coordinates dance classes and summer camps
- Responds to queries from current and prospective students and/or parents
- Auditions, hires and trains new dance instructors
- Substitute dance instructor for classes as needed
- Mentors dance instructors including training and coaching
- Monitors enrollment for classes and prints up class lists. Cancels dance classes if necessary
- Purchases dance supplies and reviews dance budget with the Director of Education
- Writes/edits descriptions and promotional information for dance classes and concerts
- Organizes and conducts staff meetings to discuss curricula and dance recitals
- Exhibits strong teaching and mentoring skills

Coordinate Dance Concerts/Recitals:

- Produces, plans, organizes and schedules rehearsals for three dance concerts annually
- Works with dance instructors and choreographers to determine concert themes
- Coordinates with sound and lighting designers to support dance concert vision
- Oversees choreographers to assure quality of dances
- Exhibits a strong artistic vision to produce dance concerts
- Coordinates volunteers for dance concerts

Administrative Responsibilities:

- Exhibits strong knowledge of various styles of dance including ballet, modern, tap, jazz, hip hop and Pre-K dance
- Exhibits knowledge of safe dance practices both physical and psychological
- Exhibits basic knowledge of anatomy and kinesiology
- Exhibits excellent written and verbal communication skills with the ability to effectively communicate and interact with all levels of personnel within the center and the general public in a positive and cooperative manner
- Attends weekly education division and facilities meeting
- Other reasonable duties as required

Skills and Competencies

- Minimum of 5 years' experience in Dance Education
- Exhibits strong knowledge of various styles of dance including ballet, modern, tap, jazz, hip hop, contemporary, and Pre-K
- Exhibits strong knowledge of customer service standards and techniques
- Demonstrates a commitment to the values of the Arvada Center's IDEA initiative - Inclusion, Diversity, Equity and Access in all aspects of the dance program
- Ability to manage multiple projects and programs at the same time
- Acute attention to detail
- Excellent written and oral communication skills
- Ability to work independently and with good time management skills
- Ability to communicate and interact with all levels of personnel within the Center as well as dance staff and students in a positive and cooperative manner
- Physical Requirements: Work is performed in an arts center and office environment. This position requires moderate physical activity and moving throughout the building

Compensation

This is a full time, exempt position earning an annualized salary of \$55,000 in addition to a benefit package including health, dental, vision insurance plans, term life and accident policies, 401k retirement plan, flexible spending plan, paid time off, and more!

The Arvada Center for the Arts and Humanities is dedicated to the principles of equal employment opportunity in any term, condition or privilege of employment. We do not discriminate against applicants or employees based on age, race, sex, color, religion, sexual orientation, gender identity, national origin, genetic information, disability or any other status protected by state or local law. Candidates from traditionally marginalized communities are especially encouraged to apply.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Application Instructions

Send an email with your administrative and teaching resume and cover letter as PDF to jobs@arvadacenter.org with the job title in the subject line of your email.

Applications will be accepted until 3/30/2024.