

Dance Program Manager

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 a welcoming environment for all - artists, staff, volunteers, and patrons - that advances the principles of inclusion, diversity, equity, and access (IDEA) that are central to how we work and serve our community.

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, summer camps and three concerts per year. Responsibilities include coordinating and planning the schedule of dance classes, coordinating and planning one fall and two spring dance concerts, and providing 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
- Mentors dance instructors including training and coaching
- Monitors enrollment for classes and prints class lists. Cancels dance classes if necessary
- Writes and is accountable for the dance budget in collaboration with the Director of Education
- Purchases dance supplies
- Writes/edits descriptions and promotional information for dance classes and concerts
- Organizes and conducts staff meetings to discuss curricula and dance recitals
- Teaches and sets choreography up to five hours per week
- Acts as substitute dance instructor as needed

Coordinate the Dance concerts:

- 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 strong teaching skills with a strong artistic vision to produce dance concerts
- Coordinates volunteers for dance concerts

Additional Responsibilities:

- Exhibits strong knowledge of various styles of dance including ballet, modern, tap, jazz, hip hop, and pre-K dance
- Attends weekly education division and weekly facilities meetings
- Exhibits basic knowledge of anatomy and kinesiology

Skills and Competencies

- Minimum of 8 years' experience in Dance Program Management and Dance Education
- Exhibits strong knowledge of customer service standards and techniques
- Demonstrates a commitment to the Arvada Center's IDEA initiative - Inclusion, Diversity, Equity, and Access
- Ability to manage multiple projects and programs at the same time
- Acute attention to detail
- Communicate and interact with all levels of personnel within the Center as well as dance staff, students, and parents in a positive and cooperative manner
- Ability to work independently and with good time management skills
- Physical Requirements: work is performed in an arts center and office environment
- This position requires moderate physical activity, moving supplies, and teaching dance classes

Compensation

This is a full-time, nonexempt position earning an annualized salary of \$58,000- \$60,000 in addition to a benefits 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 resume and cover letter as PDF to jobs@arvadacenter.org with the job title in the subject line.

Applications accepted until April 15, 2026.