

# DaySpring Arts & Education

## Dance Department Head (part-time)



April 2021

### **About DaySpring**

DaySpring Arts & Education is a fast growing non-profit arts organization located in Maryland Heights that provides quality arts education to the community. DaySpring's mission is to Inspire the community through quality arts & education. DaySpring builds strong foundations in lives, young and old, to sustain their fully developed gifts, and for them to be enjoyed, celebrated and utilized in those lives for a lifetime. Communities will be enriched by the impact of those lives demonstrating how to live with excellent character and skill, enhanced creativity, critical thought, collaboration and passion for their calling.

### **Position Summary**

We are looking for an organized detail-oriented professional to serve as Dance Department Head in a creative environment. It is important that our department heads are both creative and administrative. This part-time position has a significant role in the operations of DaySpring. The hours will be flexible but scheduled in advance. The role requires attention to detail and the ability to manage overlapping deadlines on various projects at once.

**Hours:** 15-20 hours per week on average    **Pay Range:** \$12-15 per hour    **Available:** Position open immediately

### **Responsibilities**

- Maintain the DaySpring culture
- Uphold the vision for the programming of the Dance Department (class offerings, curriculum)
- Oversee teachers: hire, train, perform regular check-ins and reviews, manage class communication
- Schedule and coordinate department classes, rehearsals, and events
  - Evenings and weekends will occasionally be required
- Operate as a liaison between families and staff (communication, conflict resolution, etc.)
- Communicate regularly with various staff on things such as spatial needs and registration numbers
- General administration for the department
  - Communicate with Executive Director
  - Policy updates
  - Handle new student inquiries
  - Attend and sometimes lead regular meetings with various staff
  - Attend performances and occasional classes / rehearsals
  - Direct and/or coordinate departmental events and performances

### **Qualifications**

- Bachelor's Degree in dance or equivalent professional experience in dance performance
- Dance teaching experience and strong understanding of various dance styles preferred
- Proficiency in the use of the internet, specifically Google suite and Trello project management software
- Strong, professional verbal and written communication skills
- Ability to multitask and itemize project requirements
- Commitment to punctuality and teamwork
- Ability to work on a flexible schedule
- Must have a valid driver's license and transportation

### **Application Instructions:**

- Application Deadline: Open Immediately
- Please submit a cover letter and resume by email only to [programming@dayspringarts.org](mailto:programming@dayspringarts.org). In the subject line please use "Dance Department Head". No phone calls please.