

MALASHOCK DANCE
Adult Technique Instructor
Job Description

Name of Employee:

Position Overview:

In order to uphold the mission of Malashock Dance - to illuminate the power of dance as an invaluable part of the human experience, provide a gathering place for artists to create new work, connect with audiences, offer unique educational opportunities, and support our belief that dance belongs to everyone - Malashock Dance's Technique Instructors must nurture the artistic and personal growth of the students within our School. This position creates & facilitates a session of technique classes and creates a piece of culminating choreography that highlights the strengths of the students in the class. Technique instructors endeavor to provide students the educational tools to excel in dance, think critically about dance, and help prepare them for a career in the field of dance if they choose to pursue it in a space that is non-judgmental and welcoming. *Dance Belongs to Everyone.*

Reports to: Kaely Garred, School Operations Manager (SOM)

Job Responsibilities:

- Create weekly lesson plans that offer challenges for regular students as well as entry points for inconsistent or new drop in students.
- Create a welcoming, engaging, and non-judgmental space for students
- Creates, teaches, and rehearses choreography for end of Adult Showcases
- Identifies goals for individual dancers, provides tools for dancers to work towards those goals
- Accurately tracks attendance using ClassBug in a timely manner
- Attends classes, rehearsals, and showcases
- Communicates necessary absences with SOM
- Arranges an appropriate substitute instructor in the case of absence
- Utilizes the BAND app to find substitute instructors, find important communications from SOM, see calendar of events
- Attends and participates in Faculty Meetings, Retreats, and Trainings
- Provides content to SOM for social media, marketing, and communications
- Selects costumes within the set budget for each class; submits choice to SOM by deadline
- Provides Technical production and program information to SOM by deadline
- Maintain positive relationship with all employees and programs.
- Elicit feedback from students, and is transparent and proactive with SOM about all concerns, conflicts and/or issues
- Submit PTO and payroll related documents in a timely manner
- Abide by all policies outlined in the Employee Handbook.

Job Qualifications:

- At least 1 (preferred 3+) years experience teaching dance technique
- Advanced level training, College experience, or Professional dance experience
- Strong teaching skills along with choreographic ability
- Outstanding pedagogical knowledge

- Ability to create, facilitate and evaluate progressive lesson plans
- Excellent interpersonal communication skills

Working conditions:

- Part-time, hourly position
- MD employees are regularly exposed to noise and a regular flow of people around the office and dance studio
- MD employees are frequently assigned to changing priorities
- MD employees may be required to work overtime, nights, and weekends on occasion

Pay Rate:

\$45-\$55/hour based on experience