

JOB TITLE: Dance Instructor

Reports To

Recreational Program - Executive Director (Aunica)

Competitive Program - Artistic Director (Amanda)

Company Overview

Premiere Dance Project is a dance studio located in Waukee, IA for children ages 18 months - 18 years of age. Premiere offers classes, programs and events that cater to all ages & ability levels. The team at Premiere is passionate about dance education, instilling confidence & empowering students to achieve their goals. Premiere strives to create an environment where dancers can develop themselves individually, physically, and artistically. Learn more at www.premieredanceproject.com.

Core Values

- CULTURE | We believe in building a nurturing and exciting environment that manifests students' physical, emotional, cognitive and creative development.
- EXCELLENCE | We are committed to helping our dancers develop their full potential inside and outside of the studio.
- TEAMWORK | We value the importance of cultivating positive relationships that support and challenge our dancers on their journey to success.
- EVOLUTION | We are dedicated to adopting innovative teaching philosophies to prepare our dancers for their future success.

Ideal Candidate

We are seeking an experienced professional who has a willingness to receive feedback, the ability to take action, and the determination to create progress around results. This professional should be able to work in a fast-paced environment, thrive on innovation, and be passionate about achieving excellence in all areas of their work. Individuals should have a passion for children and a strong background in dance education.

Job Overview

Dance Instructors are responsible for teaching assigned weekly classes, choreographing recital routines, and following a standardized curriculum. Dance instructors should maintain a positive and friendly atmosphere between all students, parents and staff members. He or she should ensure that his or her responsibilities support Premiere's overall vision and values.

Responsibilities and Tasks

Weekly Tasks

- Prepare lesson plans for weekly assigned classes
- Teach weekly assigned classes
- Participate in retention tasks such as handing out classroom incentives
- Close / open studio on an as needed basis
- Find substitute teachers (when necessary)
- Take up other duties (as assigned)

Monthly Tasks

- Attend monthly staff meetings
- Send student contact postcards
- Participate in continuing education (optional)
- Attend bi-monthly individual meetings w/ Artistic & Executive Director
- Attend studio events (as assigned)
- Complete monthly "Self-Evaluation" sent out via email / text

Semesterly & Yearly Tasks

- Observe other teacher's classes (4 / semester)
- Complete performance review meeting
- Participate in semesterly employee training
- Provide student feedback via yearly student evaluations
- Complete recital choreography for recital classes (February - April)

Annual Mandatory Events

- Open House (August)
- Parent Teacher Conferences (February)
- Annual Recital / Rehearsals (June)

Genre Leader (As Assigned)

- Updating / maintaining curriculum for specified genre
- Checking in with teachers of genre & answering questions
- 1 hour of required continuing education in specified genre / month
- Look for additional continuing education opportunities outside of studio

Accelerated Classes (As Assigned)

- Follow "accelerated" class curriculum
- Hold class to high technical & behavioral standards
- Create / send home monthly skills worksheet
- Teach additional routine that will be performed during the Premiere Showcase

Qualifications and Skills

- Friendly and welcoming personality
- Able to manage a classroom of students
- Ability to adapt teaching to all age levels and abilities
- Background in dance, dance teaching & / or formal dance education
- Great work ethic including: self-motivation, integrity, and passion for the studio.
- Organizational & time-management skills.
- Forward thinking