



Dance Coordinator

Naperville Park District

Contact Name: Lisette Zuniga

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Contact Phone: 630-864-3933

Closing Date:

Salary: \$24-26/hr

Description:

Overview:

Under the general supervision of the Program Manager, the Dance Academy Coordinator is responsible for the planning, organization, coordination, and supervision of dance instructors within the Dance Academy and Élan Dance Academy.

Essential Duties and Responsibilities:

1. Develop and evaluate curriculum and syllabi for all levels of jazz, ballet, and other dance styles. Coordinate ideas, suggested improvements, and new class proposals from Dance Academy Instructors.
2. Manage work of others, including planning, assigning, scheduling, and reviewing work, ensuring quality standards. Is responsible for training and developing skill set of staff. Approve and sign off on biweekly payroll.
3. Develop, plan, schedule, and organize dance programming subject to the needs and interests of the community, and in support of the District's mission, vision, and core values.
4. Provide all supplies, class lists, and materials to Dance Academy Instructors in a timely manner.
5. Schedule and meet with Dance Academy Instructors to discuss goals, class lesson plans, questions, and participant behavior issues.
6. Oversee the dance teacher assistant program.
7. Respond to all customer comments and inquiries in a timely fashion.
8. Communicate important class details to guardians and participants through email and handouts.
9. Manage the Élan Dance Company.
 - Coordinate Élan auditions, performances, and competitions.
 - Coordinate Élan apparel and supplies.
 - Coordinate annual Élan Dance Company Showcase.

10. Plan the end-of-year dance recital.
 - Arrange for video recording and photography.
 - Edit music files from instructors and provide a final copy.
 - Communicate with the dance venue Auditorium or Stage Manager on lighting, space, and sound, and provide technical sheets detailing this information.
 - Work closely with Marketing Department on production of recital programs.
11. Prepare costume order and distribute costumes to dance classrooms.
12. Instruct dance classes at progressive levels.
13. Create and coordinate annual student evaluations.
14. Purchase, inspect, inventory, and initiate requests for repairs of program costumes, equipment and supplies.
15. Demonstrate and support District customer service standards.

Other Duties and Responsibilities:

- Assist with maintaining the Dance Academy and Élan Dance Company website. Work closely with the Marketing Department to search for various opportunities to promote dance programs and Élan Dance Company.
- Utilize registration software to input dance program information.
- Other duties as assigned.

Knowledge, Skills, and Abilities:

- Extensive dance training and knowledge of ballet and jazz. Excellent knowledge of dance instruction.
- Ability to multitask, organize, and maintain attention to detail. Ability to prioritize and handle a variety of different tasks at the same time.
- Ability to display professionalism with participants.
- Ability to address complaints and resolve concerns.

Education and Experience:

- Minimum five (5) years of experience working in a dance environment and minimum one (1) year of supervisory experience, or an equivalent combination of education and experience.
- Valid driver's license.

Special Considerations:

- Must be at least 18 years old.
- Subject to office environmental conditions.
- Subject to modified/flexible work schedules during high volume work periods, including nights and weekends.
- Ability to lift, carry, and/or move objects weighing 25 lbs on a weekly basis. Lifting assistance is required when lifting > 25 lbs.
- Regular onsite attendance is an essential function of this position.

PERKS & BENEFITS

- *Illinois Municipal Retirement Fund (IMRF) if working a minimum of 1,000 hrs./year*
- *Programming and facility discounts*

To be considered for this position, interested individuals must complete the online application accessible at www.napervilleparks.org/employment. Materials submitted through mail, email, or fax will not be considered.