

Northern Plains Dance, located in Bismarck North Dakota, provides area children with the invaluable experience of dance training with professional instructors. We aim to help our students gain confidence, composure and grace while simultaneously providing opportunities for audiences in the Bismarck area to directly experience and understand dance's power to communicate. As a nonprofit 501(c) 3 arts organization established in 1998, we strive to deliver high quality dance training opportunities and performances to the community.

Northern Plains Dance is seeking a school administrator and teacher for a minimum of one year beginning August 2015. Applicant needs to be highly self-motivated, organized, and interested in providing the highest levels of customer service. Must be interested in administration of classes, outreach, fundraising events and performances. Candidates are expected to be able to teach beginning through advanced technique classes in ballet and modern/contemporary styles.

The successful candidate will be required to teach a full schedule of weekly classes Monday – Saturday, collaborate with the current dance faculty in program development and choreograph and/or reconstruct for main stage and outreach programming. Competitive salary, based on experience.

FUNCTIONS: The School Administrator/Faculty Members serves as a leader in the planning, coordination, and administration of activities and programs, including registration, enrollment, curriculum, instruction, student conduct and attendance while teaching a schedule of classes in a variety of styles.

DUTIES AND RESPONSIBILITIES:

- Oversees all registration and enrollment for the school, special workshops and summer programs.
- Performs a variety of administrative duties to assist the Director in managing the school.
- Assists the Director in providing instructional leadership to the school.
- Teaches a full schedule of classes in a variety of styles to all ages.
- Assists the Director in choreography and rehearsals for all performances.
- Monitors and organizes functions; prepares letters, calls parents, and attends meetings as needed; provides leadership for enrollment improvement efforts.
- Provides recommendations and suggestions for improvement as appropriate.
- Participates as needed in outreach activity planning meetings and implementation.
- Liaison to the after school programs in collaboration with school staff and/or personnel from outside agencies.
- Liaison to the Apprentice and Trainee program and other performance programs and events. Supervises activities, including evening activities, as assigned.
- Attends meetings of parent and other groups; provides supervision for afternoon and evening activities.
- Works with the Director to establish a safe and secure learning environment for students.
- Participates in meetings and training to improve administrative/teaching skills; maintains current knowledge of the adopted curriculum.
- Performs other duties as assigned.

QUALIFICATIONS:

- Teaches ballet to all ages and abilities.
- Knowledge and ability to teach diverse dance styles.
- Willingness to perform in dance productions.
- Establishes and maintains productive, collaborative relationships with others.

- Relates to students and coworkers with mutual respect.
- Models district standards of ethics, confidentiality, and professionalism.
- Meets schedules and deadlines.
- Plans and organizes work.
- Analyzes and interprets assessment results for the purpose of designing and modifying instruction.
- Follows through with directives.
- Applies knowledge of organization policy; interprets and applies rules and regulations as appropriate.
- Operates office equipment including a computer with a variety of software related to job requirements.
- Maintains a safe and orderly learning environment where children from diverse backgrounds are comfortable and experience success.
- Builds relationships with families.
- Completes work before deadlines despite constant interruptions.
- Reads, interprets, applies, and explains rules, regulations, policies, and procedures.
- Maintains consistent, punctual, and regular attendance.
- Demonstrates knowledge of correct English grammar and usage.
- Defines problems, collects data, establishes facts, and draws valid conclusions.
- Uses effective interpersonal skills including tact, patience, and courtesy.
- Energetic and positive approach to responsibilities.
- Has a positive attitude; demonstrates compassion.
- Self-motivated; able to accept criticism and grow as a result.
- Strong communication and organizational skills.

Please send resume and inquiries to mackintosh@northernplainsdance.org. Sample schedule available upon request.