

## Canyon Concert Dance Center

### POSITION DESCRIPTION

#### School Director

##### General Description:

The Director of the School serves to support the vision, mission, and core values of Canyon Concert Ballet and Dance Center.

The Director of the School reports to the Board of Directors and Executive Director of Canyon Concert Ballet & Dance Center.

Duties include:

##### 1) Administration

- Create class schedule and teaching assignments for both academic year and summer sessions for both locations.
- Interface with students and parents to resolve issues and concerns.
- Coordinate with Executive Director to recruit faculty, establish faculty contracts and recommend pay scale.
- Evaluate faculty, change teaching assignments, and terminate faculty contracts when necessary.
- Schedule and conduct faculty meetings as needed.
- Review and update content of Student Handbook.
- With Executive Director and Treasurer of Board of Directors, review and adjust class enrollment and class offerings to optimize financial return.

##### 2) Dance Education

- Review curriculum with faculty to ensure appropriate content and level is taught in all classes.
- Maintain the artistic integrity and consistency of the ballet syllabus.
- Direct and produce student spring showcase.
- Coordinate annual student assessments.
- Assist in audition process for students used in company productions.

Needed Computer Skills—Microsoft Word, Excel, Publisher (or some graphic design program)

10-15 hours per week plus teaching

Please email resume to [dance@ccballet.org](mailto:dance@ccballet.org)