



Job Title: Dance Director

Responsible to: President and Board of Directors

Qualifications:

- Directors general qualifications
- Ability to communicate effectively
- Ability to be self starting and enlist enthusiasm of membership

Job Summary:

- Plan monthly dance themes and arrange for instructors and/or dance exhibitions at dances
- Coordinate dance workshops/lessons including those co-presented with BAC
- Prepare dance articles for the Newsletter

Duties and Responsibilities:

- Establish a committee of at least 3 members to assist in the duties of Dance Director
- Arrange for exhibitions and dance instructors at the monthly dances, plan themes for dances
- Work with BAC to co-present dance lessons:
  1. Contact and contract instructors for 6 week sessions
  2. Meet with BAC to arrange dates, contracts, marketing plans,
  3. Prepare bios and class descriptions to submit to BAC for publication
  4. Attend classes to register, collect fees, and sign-in students each week
  5. Help instructor set-up and tear-down
  6. Prepare invoices for instructor for payment at 3 weeks and 6 weeks
  7. Email prospective students and advertise classes
- Workshops
  1. Plan workshops based on yearly calendar starting from December
  2. Decide type of dance for workshops, instructors, sessions
  3. Coordinate compensation with the Instructor and the Board of Directors
  4. Establish workshop fees and location
  5. Provide information to Activities Director and Editorial Director for inclusion in Newsletter and Flyers.
  6. Prepare name tags, dots, for workshop attendees