

Position Title:	Dance Director
Position Supervised By:	Audubon Arts Director / Assistant Director
Hours:	During the program: 8:30 a.m. to 5:00 p.m. (M, W, Th) or 4:30 p.m. (Tu, F); additional hours for orientation, set-up, and clean-up, as per agreement <i>Upper Dance Director also has additional hours during Theatre Group (ThGr) production week, as required</i>

Position Summary: The Dance Director is responsible for creating and teaching choreography for the Group musical theater productions, instructing participants and Counselors, and assisting in the performances during the third and sixth weeks of our program.

Minimum Requirements:

- An understanding of the NMS mission and a love of the arts
- An appreciation of the diversity of the New Haven region and the NMS community
- A commitment to equity and inclusion, and to building an anti bias, anti racist culture
- Ability to think strategically and work collaboratively and with an open mind
- A desire to lead through compassion and service and a commitment to personal growth
- Attention to detail and accuracy, with pride in quality of work
- Strong communication skills
- Enjoys working with children and teens and respects them as individuals
- Has education and experience in dance and/or musical theater
- Has creative and technical problem-solving skills
- Is organized, prompt, and reliable
- Has high energy and a positive outlook
- Certification in CPR and First Aid is a plus

Primary Responsibilities include, but are not limited to:

- **Orientations, Meetings, Set-Up Day, and Clean-Up Day**
 - Attend all staff orientations, meetings, set-up and clean-up days
- Attend weekly staff and production team meetings
- *Upper Dance Director may have Theatre Group production team meetings prior to the beginning of the program*
- **Lesson Planning and Daily Responsibilities**
 - Design unique choreography for Group productions
 - Teach choreography for Group shows, one show per Group per session, to participants during the Dance portion of the daily schedule
 - Work with Music Directors, Accompanist, and/or recorded music, as needed
 - Maintain open communication with Drama Directors to determine artistic visions for productions, and adapt as necessary
 - Provide additional individual and group support, as needed
 - *Theatre Group Dance Director:*
 - *Teach individual, small, and large group choreography to participants and Counselors*
 - *Attend Drama and/or Voice blocks, when possible*

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Position Description – Dance Director
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- **Productions and Performances**
 - Attend Groups' dress rehearsals and performances
 - *Theatre Group Dance Director:*
 - *Be onsite for all dress rehearsals and performances*
 - *Assist with load-in to theater; assist with set-up and strike*
- **General Responsibilities**
 - Be fully aware of participants' health issues, allergies, and emergency information
 - Follow all guidelines set forth in the Staff Handbook and Code of Conduct
 - Participate in Wacky Wednesdays and Lunchtime Concerts; encourage kids to do the same