



**POSITION:** Instructor

**SALARY:** Non-Exempt (Hourly)

**STATUS:** VARIABLE (Part Time)

**SCHEDULE:** Part time: afternoons, evenings and/or weekends

**MISSION STATEMENT:** Springfield Ballet, Inc. is a not-for-profit organization dedicated to advancing the art of ballet through premier education, performance, outreach and collaboration.

**CORE VALUES:** Commitment, Professionalism, Knowledge, Respect, Excellence, Confidence, Discipline

**JOB SUMMARY:** Reporting directly to the Artistic & School Director, the Outreach Programs Coordinator helps to manage and oversee Springfield Ballet's outreach programming. The Outreach Programs Coordinator also works closely with the Executive Director and the Office Manager.

**EXPERIENCE:** 2+ years dance instructor experience, nonprofit industry experience preferred.

**EDUCATION:** High School Diploma or equivalent required, associate or bachelor's degree (or professional equivalency) preferred.

**TECHNICAL SKILLS:** Knowledge of Microsoft Office programs including Word, Excel, Outlook and Publisher as well as Google Docs. Ability to operate and maintain a personal computer, and iPad, and telephone system.

**WORK ENVIRONMENT:** Must be willing and able to adapt to change in a dynamic work environment with moderate noise level. Must demonstrate pleasant demeanor when working with varied constituencies and personalities, including working as a part of a team-oriented work environment. Individual should be creative, outgoing, self-motivated, organized, and pay attention to detail. Strong time-management and communication skills required. Individual should be able to suggest strategies to grow and build the organization.

**ESSENTIAL JOB FUNCTIONS/SPECIFIC JOB DUTIES:**

This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions requested by the supervisor, subject to reasonable accommodation.

1. Instruct dance students in ballet, modern, tap, jazz, other dance styles, or Pilates mat/yoga/stretch & strengthen.
2. Observe students to determine physical and artistic qualifications and limitations, and guided by the existing syllabi, plan class lessons to meet students' needs and aspirations.
3. Properly explain and demonstrate dance technique and method of movement.
4. Direct students in the proper execution of dance steps.

5. Serve as a liaison between the business office and the parents to ensure healthy lines of communication remain open regarding their child's progress, correct level placement, and personal matters as appropriate.
6. Communicate and be knowledgeable of ballet events such as productions, auditions, fundraisers, parent observation weeks, holidays, semester schedules, etc.
7. Prepare written feedback for all students and distribute before the end of the semester.
8. Ensure that dance facilities are clean and tidy, and notify office personnel if custodial services are needed.
9. Other duties and responsibilities as assigned and within reason.

**MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills and abilities deemed necessary to perform the job proficiently.

1. Professional performing experience or degree in related field preferred, pre-professional experience considered.
2. Ability to work effectively as a team, and with diverse groups of people.
3. Ability to set goals and deal with a variety of issues in order to meet job requirements simultaneously.
4. Excellent interpersonal skills are necessary for providing assistance and guidance for parents and students.
5. Ability to maintain a professional appearance and attitude.
6. Ability to support Springfield Ballet's mission and its policies and represent the organization in a positive manner.
7. Ability to be discreet with confidential manners and maintain confidential information and records.

**NON-ESSENTIAL JOB DUTIES/MARGINAL DUTIES:**

- Help write articles for parent newsletter
- Use knowledge or reference information on anatomy & physiology to guide students if injured
- Use knowledge or reference information on psychology to help with difficult situations
- Help with training of teacher assistants and instructors
- Help with social media posts

**OTHER PHYSICAL AND/OR SPECIAL REQUIREMENTS:**

- Standing for long periods of time.
- Having ability to physically demonstrate with verbal explanation the dance curriculum in the classes.
- Some car travel required (to off-site outreach classes and demonstrations, to run errands, etc.).
- Must be able to lift up to 35lbs when moving boxes and supplies for classes and special events.

*A job description does not list the entire job duties a supervisor or manager may occasionally ask an employee to perform. An employee's evaluation is based, in part, upon their performance of tasks listed and other duties that may be assigned. Management reserves the right to revise the job description from time to time. This job description is not a contract of employment, and either the employee or the employer may terminate the job at any time for any reason. Individual will be required to perform the essential functions of this position, with or without reasonable accommodation.*