



**Organization: Moving in the Spirit**  
**Teaching Artist Job Description upd 2019-07-24**

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**Job Title:** Teaching Artist

**Reports to:** Program Operations Manager and Director of Education

**Immediate Supervisor:** Program Operations Manager

**Assistant Supervisor:** Director of Education

**Department (s):** Program

**Staff reporting to this position:** None

**Position classification:** Temporary/Hourly/Non-exempt

**Pay Range:** \$18-\$25 per hour

**Employment Period:** August 2019-May 2020

**Organizational Mission:**

Moving in the Spirit is creative youth development program that uses the discipline of dance to help children and teens develop the social, emotional and cognitive skills they need to thrive.

**Deliverables & outcomes for which you are accountable:**

Support the organization's mission by instructing weekly dance classes that support the students' technical and positive youth development goals. Create choreography for end of year performance, performance company show and class showing (as applicable).

**Decisions you own:**

Choreograph original dance piece for end of year performance, performance company show and class showings (as applicable).

**Decisions you influence:**

Incorporation of Moving in the Spirit's philosophy and curriculum into individual class plans.

**Key Interdependencies (to accomplish deliverables and outcomes):**

- **With Director of Education (DOE), ensure all methods to document and measure class process and student progress are utilized**
- **With Co-teacher (if applicable), provide sound dance instruction that integrate the Positive Youth Development Model/Creative Youth Development Approach and dance technique**
- **With the Artistic Director, or her designee, integrate original dance piece into the end-of-year show**
- **With Program Operations Manager to coordinate time sheets, schedules, payroll, and other administrative items**

**Teaching Artist Duties:**

- **Measure and record class processes through journaling, point sheets, supervision meetings with DOE and evaluations.**
- **Monitor weekly class attendance, and report incidents of excessive tardiness and/or absenteeism to program administration**
- **Implement Moving in the Spirit's yearly curriculum as described in Teaching Artist Manual and through monthly training with DOE**
- **Implement and manage May Show performance goals and objectives**
- **Pursue a high quality of teaching, artistry and continued dance education**
  - Attend regularly scheduled teaching artist trainings and program related meetings
- **Report to class on-time and prepare to receive students**
  - Arrive in teaching artist uniform: Black top and black bottom
- **Schedule periodic check-ins with co-teacher(s) to review/discuss the following: class plan, classroom youth development themes, classroom management, student technique, the choreographic process and any other observations that support the program.**
- **Prepare a developmentally appropriate playlist for each dance class**



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- Attend all rehearsals, dress rehearsals, performances and showings associated with *assigned* classes. This includes, but is not limited to: May Show, Baby Steps demonstrations, Apprentice Corporation Tour Show, Girls Leading Our World (GLOW) Show, the Men in Motion Show and Ambassador performances, where applicable.
- Attend organization-wide staff meetings and retreats, where applicable.
- Other duties as requested by the Program Operations Manager, Director of Education, Chief Financial and Operations Officer and/or the Chief Executive Officer/Artistic Director.

**Program Support**

- Attend Human Resources and Teaching Artist Orientation
- Attend Courageous Conversations, if applicable
- Support Holiday Store as it relates to your classes

**Additional duties for Company Teaching Artists**

- Attend company audition
- Actively participate and attend Performance Company meetings, as scheduled
- Attend Company intensives and rehearsals
- Be prepared to go on annual Apprentice Corporation Tour, if listed in your agreement
- Be prepared to attend additional rehearsals and technical rehearsals for company performances

**Minimum Qualifications:**

- Experience working with children and teens
- Professional dance training
- 1+ years of teaching experience
- Performance and choreographic experience
- Ability to teach multiple genres of dance
- Availability to teach during the day and /or evening
- Availability to attend meetings and trainings on Tuesday evenings
- Ability to teach 3-5 classes

To apply please submit cover letter and resume to [kacey@movinginthepirit.org](mailto:kacey@movinginthepirit.org).