

Notre Dame College

Position Title: Dance Coach
Department: Performing Arts
Supervisor: Co-Director of Performing Arts
Position Duration: 9 months (August 2022-April 2023)
Compensation: \$4,000 (plus dance camp stipend)

FUNCTION:

Reporting to the Co-Directors of Performing Arts, the Dance Coach will lead the NDC Dance program.

DEMONSTRATED KNOWLEDGE, SKILLS, AND ABILITIES INCLUDE:

- Ability to rehearse and teach students.
- Strong supervision, training, and team building skills.
- Ability to manage multiple schedules, duties and tasks.
- Personnel management skills.
- Ability to effectively work with all College constituents including students, faculty, staff.
- Experience in working with diverse student populations.
- Interpersonal, oral, and written communication skills relating to instruction, supervision, and recruitment.
- Problem-solving skills.

DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Direct and manage all logistical and operational procedures for the NDC Dance
- Lead dance ensemble in rehearsals on T or TH from 4:30-7pm
- At least one performance per semester
- Manage recruitment, retention, programming, and budgetary needs during the season

QUALIFICATIONS:

Master of Arts degree preferred. Bachelor's degree with prior experience considered.

PHYSICAL ENVIRONMENT:

Office duties conducted within a professional office setting with the need to access campus buildings with stairs and complete campus errands. Regular computer keyboard use. Some light to medium lifting (10-40 lbs.) may be required. Some travel is required with this p

HOW TO APPLY: Please send a resume, and cover letter to: careers@ndc.edu. Candidates will be interviewed by appointment through Zoom, Microsoft Teams, or at the South Euclid, Ohio campus.

Nestled on 48 scenic, wooded acres in a suburb just 25 minutes from Cleveland, Notre Dame College offers a blend of quiet campus life and big city adventure. Home to some of the country's best restaurants, medical facilities, museums, sports teams, and amusement parks, Cleveland is an affordable city with major appeal.