



Fairmount Center for the Arts Job Description - Director of Dance

About Us

The mission of Fairmount Center for the Arts is to enrich lives through the arts. We are a non-profit community arts center celebrating 50 years of bringing people together through the Arts! We offer classes, workshops, lectures, speaker series, and special events in a welcoming, friendly environment.

Our Dance Program offers a progressive curriculum in Ballet, Jazz, Tap, and Contemporary along with recreational Adult Classes, Hip Hop, Kinderdance, and Pre-Ballet.

About the Role

We are seeking a part-time Director of Dance for 8 hours per week, which varies with our Program Schedule. This opportunity includes remote hours with at least 2 hours per week onsite.

You'll be working with our Administrative Team and partner organization Verb Ballets to lead the coordination of all Dance Program offerings, including performances. The ability to lead a diverse Team and communicate with a variety of stakeholders in a warm and welcoming way is essential to this position.

Responsibilities:

- Coordinate and implement Dance Program content, curriculum, and studio schedule
- Collaborate with Dance Faculty to ensure sound pedagogy and safe + appropriate class content
- Communicate with Dance Faculty, Students, and Families via email, phone, and in-person
- Address Student and Parent questions and concerns, including Student Evaluations + Placement Recommendations
- Create and distribute documents such as performance information to Dance Faculty, Students, and Families
- Hire, train, oversee, and support Dance Faculty
- In collaboration with Verb Ballets Artistic Director, observe + review Dance Faculty

- Coordinate Substitute Dance Faculty as needed to ensure class coverage
- Collaborate with Dance Faculty to maintain safe, clean studio spaces
- Lead the planning + logistics of performances
- Organize and lead Dance Program meetings and attend Administrative Team meetings
- In collaboration with the Executive Director, develop and implement Dance Program goals + budget
- Serve as an effective representative for Fairmount Center for the Arts in the community
- Other duties as assigned or needed

About You:

- Education, training, and experience in Dance Education and /or Dance Performance
- Three or more years of dance teaching experience
- Leadership experience
- Performance planning experience
- Excellent interpersonal + communication skills
- Proficient computer skills in Word, Excel, and E-mail
- Experience with Google Workspace a plus

Job Type: Part-time Year Round

Reports to: Director of Education

Salary: Bi-weekly payroll stipend amount (1099, 26 pays per year)

Application Process:

Email a letter of interest, contact information, and resume to

Rachael K. Palermo, Director of Education edudir@fairmountcenter.org

Fairmount Center for the Arts

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