

### **JOB DESCRIPTION**

**Title: Dance Chair**  
**Reports to: Head of School**  
**Supervises: All Dance Faculty and**  
**Staff Status: Exempt**  
**Effective Date: August 1 – until filled**

#### **Mission**

NMSA – High School and Art Institute - provides access to a rigorous mastery arts and academic high school education for youth with passion and aptitude in the arts, leading to post-secondary learning, careers in the arts, and lives that contribute to society.

#### **Primary Responsibilities:**

The Dance Department Chair is responsible for ensuring the overall quality and direction of the dance department including the development of students and faculty, the artistic quality and fidelity of performances, being a spokesperson and representative within the school and in the outside community for the School as a whole and the dance department specifically; and being supportive and part of the whole school culture - its academic faculty and goals, other art departments, administration and leadership.

#### **Artistic and Managerial Oversight:**

- Oversees all artistic aspects of the Dance Department, including curricula, visiting artists, scheduling, performances and programming for in-school and out-of-school (Outreach) dance activities
- Recruits, manages, evaluates and develops Dance Department faculty and staff including watching classes, rehearsals and performances and providing feedback
- Fosters open and supportive communication among Dance Department staff
- Responsible for ensuring that Dance Department programming is aligned to the mission and goals of the organization and works to ensure that every class and each department member is student centered: focused on the improvement and development of each student
- Works collaboratively with all Art Department Chairs on ensuring quality of programs and curricula including the Outreach Program, growth and development of students and faculty, maintaining the positive school culture, and the development of cross department performances, exhibits and initiatives including ArtSpring
- Participates in development activities including but not limited to master classes, Circle of the Arts events, donor events and school tours.
- Serves as the CWL department representative within the larger NMSA community
- Connects the NMSA Dance Department to the community outside of the school through collaborations with other organizations, and participation in non-NMSA events

#### **Teaching, Choreographing, Directing**

- Teaches a minimum number of X12 hours each week
- Plans, directs, and choreographs for all Dance Department performances
- Directs and oversees visiting artists for the department
- Adjudicates annual admission portfolio reviews
- Actively recruits talented young artists for admission consideration
- Assists students in auditioning for and attending summer study programs
- Assists students in auditioning for college programs including making videos and taking still shots

#### **Administrative:**

- Oversees all administrative aspects for the Dance Department including scheduling with other art chairs and school administration, grading, attendance, performance production work, etc.

- Evaluates each dancer and tracks their progress through the NMSA Art Evaluation System – loading grades and comments into the online grade book.
- Provides written and verbal reports as requested for school leadership and the board of director meetings
- Holds meetings with parents/guardians and students as needed so that communication is open and concerns are addressed in a timely manner
- Participates in school-wide events like assemblies, faculty meetings and other events; the Dance Department Chair is part of the overall fabric and culture of the whole school
- Participates in school-wide planning and initiative efforts

**Fiscal:**

- Participates in the creation of an annual Dance Department budget in conjunction with the Head of School and Director of Finance and Administration
- Responsible for tracking to the above approved budget through quarterly meetings with Head of School and Director of Finance and Administration
- Works collaboratively with NMSA Development Staff on fundraising events and cultivation events

**Working Conditions, Environment and Physical Requirements:**

- Performs his or her functions in a variety of environments including: the School, Art Institute offices, classrooms, and other performance venues
- Requires weekend and evening hours during performance seasons
- Requires travel throughout the state for the Outreach Program

**Knowledge, Skills, and Abilities Required:**

- Believes in the mission of the School
- Professional background as a dancer
- Extensive experience as a teacher with a proven track record in developing student talent
- Minimum BA and a teaching license or ability to obtain one is a plus
- Choreographic and Directing experience
- Managerial and administrative experience a plus
- Connection to New Mexico a plus
- Desires to strive for excellence in job
- Ability to work with people of all backgrounds and ages
- Supports teamwork and collaboration
- Behaves ethically and with personal integrity
- Excellent communication and management skills
- Excellent organizational skills
- Self-motivated and detail oriented
- Professional appearance
- Flexibility in work schedule – weekends and evenings are required for this position during performance seasons.