

Dance Company Assistant

Job Description

Position Title: Dance Company Assistant Director

Reports To: Dance Company Director and/or Director of Fine Arts

Position Summary: The Dance Company assistant director works directly with the director in the daily runnings of the dance company.

Essential Functions:

- Runs rehearsals;
- Cleans dances;
- Schedules rehearsals;
- Schedules choreographers;
- Communicates with parents and students;
- Edits music;
- Assists with budgeting/fundraising.

Skills: The assistant director has strong leadership, communication, and dance skills (specifically in hip-hop, jazz, and choreography).

Calendar: NORTH: August-February (plus various practices until May); performance in mid-January. WEST: May-March (master classes over the summer); performance in the second week of March.

Hours Per Week: NORTH: 4-6 hrs 3-5 on select Saturdays or Sundays WEST: 3:45-6 (during the week) 9-3 on select Saturdays.

Building: NORTH: Auroris
WEST: Orchesis

Performance Evaluation: Performance of this job will be evaluated in accordance with provisions of the District evaluation procedures.

Candidate must apply on-line at www.niles-hs.k12.il.us

Niles Township High Schools District 219 is an equal opportunity employer. It is the policy and practice of District 219 to decide all matters relating to employment solely on the basis of

the applicant's ability to perform the essential functions of the position. District 219 ensures equal employment opportunities regardless of race, creed, sex, sexual orientation, color, national origin, religion, age or handicap.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.