

Position Summary

Atlanta Dance Central is looking to hire faculty members with a passion for teaching dance. The position is part-time/hourly with potential for long-term growth within the company. Faculty Members are able to supplement their teaching hours with administrative work.

This position will report directly to the staff manager.

The purpose of this position is to add to our team, in order to continue to provide quality dance education to our community. Teachers who love to teach a variety of ages and levels are encouraged to apply. We are focused on teaching more than just dance steps and providing mentorship for children ages 2-18.

Essential Responsibilities

The following list represents the major tasks required of this position. Other duties may be assigned at the owner and staff manager's discretion when conditions demand.

1. Create/Follow Lesson plans for all classes based on curriculum provided by ADC
2. Teach well thought-out Dance Classes with energy & enthusiasm.
3. Be an excellent role model for children, providing appropriate support in the classroom when needed.
4. Attend weekly staff meetings to discuss student progress and keep updated on studio administrative business.
5. Communicate professionally with clients through phone, email, and in-person communication.
6. Provide exceptional customer service to our client base.
7. Provide evaluation for all students in the Fall & Spring.
8. Prepare choreography for recital and attend all recital events.
9. Learn MINDBODY software in order to accept client payments and retail purchases.

Qualifications

Strong preference will be given to candidates who meet most or all of the following criteria.

1. Bachelors degree in dance or dance education.
2. An understanding of anatomy and a desire to teach technique incrementally.
3. A love for teaching and children. Teachers who can teach a variety of ages and levels are preferred.
4. Experience with computers & administrative work.
5. A warm, friendly, and positive personality—someone who is comfortable meeting new people and is able to connect easily to those from diverse backgrounds.
6. Be a self-starter, taking initiative, anticipating needs, and getting tasks done.
7. Be able to juggle multiple tasks and priorities, without becoming frustrated or irritable.
8. Have strong time-management skills and be able to accomplish tasks in a prompt and timely manner.

If this sounds like you, please email your resume to our office, jobs@atlantadancecentral.com along with your answers to the following six questions in the body of the email. Please answer each question in one hundred words or less.

1. Why you love to teach dance?
2. Do you meet all the qualifications I have listed?
3. Do you have any concerns regarding any of the responsibilities?
4. What age/level/styles do you feel comfortable teaching?
5. Why do you want this job?
6. Can you provide three references from former employers if requested to do so?

Thanks for considering this position. We look forward to hearing from you. We will respond to your email within forty-eight hours of receiving it.