

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

## Performing Arts Instructor III

**Department:** Recreation, Parks, Historic and Cultural Affairs

**Pay Range:** \$45 - \$60 / Hourly

**Job Status:** Part-Time; Days, Evenings, and/or Weekends

### JOB SUMMARY

Provide year-round technical instruction in creative movement, ballet, jazz, tap, hip hop, acro, contemporary & musical theater dance styles and/or acting to all ages & abilities ranging from beginner through advanced level students.

### ESSENTIAL JOB FUNCTIONS

- Be creative and collaborative and work well as a member of a team.
- Communicate with and between supervisors, participants, and parents with regard to the program and the students.
- Show professionalism, energy, responsibility, dependability, and have the ability to multi-task.
- Set up needed materials, equipment, and other items for programs/activities.
- Prepare and rehearse students for demonstrations and performances. Provide backstage help with performances.
- Mentor Performing Arts Student Instructors and Instructor I.
- Open/Close facilities with the use of keys.
- Costuming for performances including but not limited to measuring students, choosing or creating costumes, inventory, and distribution.
- Direct Dance Company or Theatre Company program, including but not limited to 1) coordinating auditions; 2) assisting with schedule and registration information; 3) coordinating volunteers; 4) teaching company-level classes; 5) choreographing routines; 6) coordinating and directing at least one annual showcase production at the Roswell Cultural Arts Center; 7) coordinating additional performance, master class, and/or competition opportunities throughout the year; 8) ensuring a high-quality program; 9) completing office duties as assigned by the Performing Arts Coordinator or Supervisor II;

10) assisting with the administration of the Performing Arts Program and other duties as assigned OR

Dance: Prepare curriculum for class and follow structured format while also being flexible. Choreograph routines for class demonstrations and recitals. Knowledge in teaching basic through advanced level progressions of dance and movement education. Teach Dance Company classes.

Drama: prepare a curriculum of acting including but not limited to character development, acting for camera vs stage, auditioning for camera vs stage, script analysis, games, terminology and directions, musical theatre, improvisation.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

- 7 years of advanced level dance or drama training required.
- Bachelor of Arts degree in Dance or Theater or 10+ years teaching experience.
- Professional Dance/Acting performance experience.
- Advanced level dance training is required.

#### **Licenses or Certifications:**

Driver License preferred

#### **Knowledge, Skills, and Abilities:**

- High degree of human relations skills.
- Ability to effectively communicate and manage information to peers, staff, and volunteers.
- Ability to motivate, coach, and lead participants in the field of dance and/or drama.

### **PHYSICAL DEMANDS**

The work is very physical and may involve some lifting, carrying, climbing, pushing and/or pulling of objects and materials of light to medium weight (5-50 pounds). Tasks may involve extended periods of time on your feet demonstrating dance moves and bending over to assist students with physical corrections. Must be able to communicate orally.

### **WORK ENVIRONMENT**

Work is regularly performed without exposure to adverse environmental conditions.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state, and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*