



Job Description  
American Dance Festival, Inc.  
Full-time, year-round (exempt)

**Position Title:** Director of Education

**Reports to:** Executive Director

**Salary and Benefits:** This is a full-time, exempt salaried position. Salary hiring range is \$65,000-\$80,000 depending on experience and qualifications. ADF offers an excellent benefits package that includes PTO (holidays, vacation, sick time, and personal time), plus health, long and short-term disability, dental, and life insurance and a 401K with a 4% match.

**Preferred Qualifications/Skills:** Degree in dance from an accredited institution. Minimum of 7 years of professional experience in dance-related organizations (higher education, K-12, and/or dance studios) with demonstrated success in a leadership role. Excellent communication and interpersonal skills and the ability to work collaboratively in a fast-paced environment are required. Established connections to a national roster of dance artists, educators, and administrators is preferred. Knowledge of ADF preferred. Knowledge of modern dance education is essential.

**Job Summary**

ADF is reorganizing its education department, shifting from historically employing an off-site, part-time ADF Dean, to employing an on-site, full-time Director of Education. The Director of Education develops and oversees all school programs for ADF. For this new position, ADF seeks an experienced dance education professional who is an established leader and arts manager with proven ability in strategic planning, recruitment, and revenue growth. **This position is based in Durham, North Carolina.**

As a leader in dance education, this position will work to increase the local, national, and international presence of ADF's educational programs, create and execute strategic growth plans, maintain a strong presence with key academic and artistic organizations, direct faculty and student recruitment and curriculum development, and oversee the work of the education department. Significant travel is required for recruitment and partnership building.

**About the American Dance Festival (ADF):** Since 1934, the American Dance Festival has been a recognized leader in modern dance, presenting dance performances and offering educational opportunities and community programs while maintaining an international reach. ADF ensures that modern dance remains a powerful and universal form of human expression and that this art form is accessible to all, now and for generations to come.

**About ADF's Educational Programs:** ADF provides training through summer and winter dance intensives and year-round classes at Samuel H. Scripps Studios. **ADF's intensives** are a training site for those who want to perform, create, research, and build lifelong connections. For over eight decades, ADF has been a career-defining destination for dancers around the world. ADF provides the critical meeting ground for vibrant, diverse dancing bodies to mobilize, align, and become the leaders our society needs us to be. The **Samuel H. Scripps Studios** opened in the summer of 2012. The programs at the studios are dedicated to providing a sound scientific and aesthetic base for all levels of training from beginning to professional. A variety of classes are offered, for the dancer and non-dancer alike, designed to strengthen the body, increase flexibility of movement, and foster an appreciation of dance. The studios serve as a center for creative activity where students learn in a welcoming and non-competitive environment from faculty who are experts in their fields.

**Anticipated start date: October 2022**

**To apply:**

Please email a cover letter, curriculum vitae, and three references to [adf@americandancefestival.org](mailto:adf@americandancefestival.org) with Director of Education in the subject line by September 2. No phone calls, please.

Key responsibilities include but are not limited to the following:

### **Administrative Management**

- Serve as the public face and spokesperson on behalf of ADF's educational programs.
- Create and execute strategic growth plans for ADF's educational programs.
- Work closely with the Executive Director and the Director of School Administration towards achievement of the education department's goals and the overall strength of the organization.
- Communicate and collaborate across ADF departments on organizational initiatives.
- Build relationships with relevant organizations such as dance programs (the American College Dance Association, the High School Dance Festival, etc.).
- Work with the Executive Director to oversee studio programming and find ways to bridge year-round studio curriculum to the school programs.
- Work closely with the Marketing Department to ensure all efforts align with the goals and vision of the Education Department. Provide and oversee copy and edits for all education publications and education-related marketing (catalog, poster, website, social media).
- Oversee the creation of budgets and reports for all educational programs.
- Work with Duke University to re-instate academic credit for ADF students.
- Serve as the liaison between ADF and the Director of Duke University's MFA in Embodied Interdisciplinary Praxis program.
- Work with the Executive Director on contract items (space, housing, dining, etc.) with partner organizations including Duke University and Durham School of the Arts.
- Develop alumni relations.
- Participate as committee member for the Balasaraswati/Joy Anne Dewey Beinecke Chair for Distinguished Teaching.
- Year-round: supervise the Director of School Administration and School Assistant. During the intensives: supervise the Director of Musicians and summer faculty.
- Oversee all work within the Education Department. Foster creative, ambitious, and supported work environment for the entirety of the Education Department.

### **Program Management**

- Create a strategy for increasing ADF's national presence. Develop and maintain a strong presence with key academic and artistic organizations.
- Design, develop, and oversee the curriculum for the Summer Dance Intensive, Pre-Professional Dance Intensive, Dance Professional Workshops, and Winter Intensive.
- Manage and oversee student enrollment for all programs. Oversee extensive recruitment plan through a national audition tour (which will include travel to auditions and festivals).

- Hire and recruit faculty for all programs.
- Develop and oversee faculty and musician contracts.
- Review and make all tuition scholarship recommendations.
- Create and put into place all schedules for the Summer Dance Intensive, Pre-Professional Dance Intensive, Winter Intensive, and all other education department calendars and schedules needed during the festival.
- Work with the Director of Musicians to coordinate musician needs and schedules.
- Develop a Faculty Handbook.
- With the Director of School Administration, organize student orientation, convocation, and all education-related special events.
- Conduct weekly faculty meetings during the summer festival. Provide guidance and mentorship to all faculty as needed.