

American Dance Festival, Inc
Full-time year around position (exempt)

Position Title: Manager of Studio Programs and Community Engagement

Reports to: Executive Director and Managing Director

Supervises: part-time staff, work/trade, and summer intern

Salary and Benefits: Hiring range is \$42,000-\$47,000 depending on experience and qualifications. This is a full-time, exempt, in-person, 40-hour per week position. Additional hours, both off and especially on season, may be necessary based on workload. ADF offers an excellent benefits package that includes holidays and Paid Time Off (PTO) days (vacation, sick time, and personal time), plus health, long and short-term disability, dental, and life insurance and a 401K with a 4% match.

Job Summary: The Manager of Studio Programs and Community Engagement is the primary contact and logistical and administrative manager for all studio-based programs and operations at ADF's Samuel H. Scripps Studios. Responsibilities include program and event management, studio planning and growth, financial and statistical reports, personnel hiring and management, customer service and front desk duties, outreach facilitation and tracking, MindBody software management and upkeep, and facility management and rentals.

Qualifications: A successful candidate will have excellent communication skills, be highly organized and detail oriented, have the ability to prioritize, be able to work independently and as part of a team, work well in a fast-paced environment, and be proficient with Microsoft Word and Excel. Familiarity with MindBody software helpful. Bachelor's degree and knowledge of dance highly desired. Knowledge of the NC Triangle community helpful. At least one year of management experience and experience with children and elders preferred. **The schedule for this position will vary based on studio activities. Flexibility will be required.**

To Apply: Please email a cover letter, résumé, and three references to adf@americandancefestival.org with Manager of Studio Programs and Community Engagement in the subject line by **March 7**. No phone calls, please. Anticipated start date: April 7, 2024.

The American Dance Festival has been a recognized leader in modern dance since 1934, presenting dance performances and offering educational opportunities and community programs while also 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.

ADF prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. We strongly encourage all qualified applicants to apply. We welcome people of all races, genders, identities, abilities/disabilities, ethnicities, religions, and other individual characteristics.

Responsibilities include but are not limited to the following:

- **Program planning and growth**
 - Plan classes and create schedule for year-round youth & adult classes – in collaboration with ED
 - Plan and execute summer and spring break camps, special programs, workshops, and events – in collaboration with ED
 - Foster relationships with area dancers/studios/parents
 - Form community relationships through intentional meetings as well as informal networking (Reach out to community organizations for meetings and partnerships, attend local art happenings, stay engaged with local art community, education community)
 - Strategize for sustainable expansion and growth, as well as streamlining our current programming with a big picture mindset – in collaboration with ED

- **Program management**
 - ADF Project Dance
 - Work with Creative Movement Director and schedule dance classes in the community
 - Create and maintain relationships with libraries, children’s museums, community centers
 - Communicate dates/outreach info to instructors and musicians, send venue information, act as liaison between instructors and venue
 - Maintain updated information for active instructors and venues, track visits
 - Attend with marketing materials or schedule ADF staff to be present at events when necessary
 - Provide tracking and statistical information to development, finance, etc. as needed
 - Parkinson’s Movement Initiative
 - Plan yearly schedule of classes in collaboration with PMI steering committee/team
 - Tracking and reporting for PF grant
 - Scheduling regular planning meetings and workshops with steering committee
 - Manage volunteers
 - Class logistics and registration
 - Manage faculty, etc.
 - Studio Subsidy Program
 - Receive and review applications, grant subsidy packages
 - Manage rental scheduling and payment schedule
 - Track hours and studio usage for grant
 - Scholarship Program
 - Update application annually
 - Review applications and award income-based scholarships for camps and classes
 - Track scholarship budget and payments
 - Send regular reminder emails and follow up with scholarship families for each new term and payment cycle
 - Track attendance for scholarship students, ensure money is used
 - Form community partnerships to reach new scholarship students, work to expand program

- **Personnel Management**
 - Hire and manage studio faculty, camp faculty, part-time staff, work/trade students, interns, staff assistants and guest master class/workshop faculty
 - Scheduling, hiring, tax forms, payroll, contracts, timesheets, conflict resolution
 - Keep updated Minors Policy and ensure that all new hires have signed it
 - Manage and act as part of Parkinson's Movement Initiative team – separate from normal faculty it acts as a steering committee for the PMI program

- **Studio administration and guest services**
 - MindBody maintenance and upkeep
 - Create class schedule and pricing options in system
 - Resolving program and pricing issues
 - Manage and troubleshoot registration/enrollment for youth classes, adult classes, workshops, camps on the back end of MindBody as needed
 - Act as primary contact for all questions about programming and classes
 - Help with class placement, address concerns, etc.
 - Resolve conflicts or complaints
 - Provide/communicate up-to-date information about class cancellations, changes, or other relevant details
 - Front desk duties: answering phones, welcoming visitors to the space, studio tours, answering programming inquiries, resolving student/parent issues, taking payments, making sure marketing display is stocked and up to date, etc.

- **Facility management**
 - Studio facility maintenance: manage contracts and vendors, schedule maintenance as needed
 - cleaning company, HVAC system, security system, internet/phone
 - Stock and purchase supplies
 - Facility rentals
 - Scheduling and staffing rentals
 - Rental process setup/MindBody system maintenance
 - Communication with current renters, including schedule adjustments and troubleshooting when necessary
 - Facility use by ADF (other departments)
 - Reserve and manage space for use by ADF Administrative Office, ADF Performances, ADF Development, including board meetings, residencies, rehearsals, or other events
 - Basic cleaning – keep space neat and tidy, address broken items or issues needing attention
 - SUMMER – coordinate with School Ops for facility use and supplies use

- **Studio marketing**
 - Send detailed information about upcoming events and classes to Marketing Director
 - Create client lists from MindBody reports and send targeted, personal emails about upcoming classes, events, and specials

- **Reports and Tracking**
 - Sales reports and deposits (1x/week)
 - Status report (1x/week during terms)
 - Scholarship report and spreadsheet (fiscal year)
 - Yearly reports for development, board, finance upon request (1x/year)
 - Income and attendance, etc.

- Tracking for ADF Project Dance (summer dates and off-season visits)
 - attendance, budget, population served
- Tracking for Studio Subsidy program
 - Hours and studios used, packages granted