

Job Description

Role, Responsibilities, Results, Requirements

Position: Competition Manager

Department: Competition Teams

Reports To: Emily Elias

Job Type: Classroom, Choreography, and Competition Attendance

Employment Commitment: August 2024 - June 2025

Role (Overview of the Position)

- Choreograph, rehearse, develop, and nurture growth of 4-6 of Sierra Madre Dance Center's Competition TEAMS.

Responsibilities (Tasks Associated with the Role)

- Attend Competition TEAM auditions, Sunday August 25th 12:00 - 5:00 pm
- Attend Monthly Comp TEAM meetings (in person or virtually)
- Select 4-6 competition teams that you will oversee rehearsals and choreography for the season.
- Hold once a month "fall workshops" on Sundays for 1-2 hours to teach choreography
- Hold 1-2 hour rehearsals during our December workshops (tentative: 12/16 - 12/19)
- All choreography must be taught from September - December
- Rehearse groups during January weekend "bootcamp" (tentative: 1/10 - 1/12)
- Hold weekly competition team rehearsals on Fridays or Saturdays from January 17th/18th - mid-June
- Seek approval/collaboration of all costume and music selections, maintaining age appropriateness
- Attend 4 regional competitions.
- Attend end of the year recital May 16th - 18th, 2025
- Demonstrate and help develop a mindset of growth and seeking excellence with teams
- Choreograph and rehearse any small groups and or solos, based on time and availability.

Results (Expected Accomplishments)

- Solid and reliable rehearsal schedule
- Quality relationships with teachers, front desk, office staff, parents and students
- Rehearse and clean routines to the highest level of excellence for the group
- Maintain and communicate the core values of SMDC: growth mindset, pursuit of excellence, respect/humility/selflessness & community

Requirements (Expected Proficiencies)

- Personable - good customer service skills and approachable
- Familiarity with email, internet, Microsoft Office, Google Apps
- Excellent written and oral communication skills required

This job description is not all-inclusive and certain activities, duties or responsibilities may be required of the employee as needed.