Proposed Job Title:	Program Director
Place of Work:	Red River Dance & Performing Company

Job Description

Administrative / Recreational Program
- Oversee all aspects of the recreational program in addition, the PD must help to coordinate details involving other programs & events with other team leads
- Create & monitor classes, workshops, intensives, recitals, etc.
- Communicate effectively regarding all aspects of recreational program with all patrons involved
- Administer and distribute orders for apparel, costumes and accessories for recreational classes
- Primary contact for all parents for recreational class inquiries
- Assist Executive Director & Business Director in aspects of developing, implementing and monitoring of recreational program budget including special events, intensives & camps
- Assist Business Director when facilitating billing and account reconciliation related to recreational program
- Lead all collaboration with RRD team to organize recitals and other public performances
- Develop & maintain all forms of marketing materials for RRD class sessions, new classes, etc.

Staff Development

- Manage & communicate responsibilities and expectations to instructors of RRD
- Develop and empower individual and team success
- Foster family friendly/welcoming environment and relationships
- Supervise, train and schedule staff for classes, intensives, workshops, camps, front desk, teaching assistants, etc
- Oversees Staff and works to maintain a positive, healthy environment for all staff to thrive
- Creates, Teaches, & Implements all dance genre curriculums
- Assist Executive Director and participate as a leader in staff meetings, preparing agenda items related to core responsibilities

Student Development

- Create a positive culture where competitive dancers thrive and serve as ambassadors to Red River Dance
- Increased level of communication as frequency or a situation warrants to parents/dancers to maintain safety, as well as encourage growth and maturity of competition dancers, well as continuously provide parents and dancers with consistent feedback on a weekly bases if needed
- Provide opportunities for dancers to reach their highest potential
- Maintain positive and encouraging relationships with all dancers and families
- Facilitate procedures for customers to give positive and constructive feedback regarding the recreational program and general aspects of RRD

Strategic Direction & Leadership

- Identify and report any business needs to the Executive Director
- Research and analyze solutions related to technology, employee performance and the recreational program

Program Responsibilities
- Design Class Schedule
- Collaborate with the Competition Director to assign instructors for classes
- Find Substitutions & deal with staff conflicts as they arise
- Teach 6-8 classes each session (Fall Session, Winter Session, Summer Session)
- Schedule events, lessons, meetings
- Create new programs based on current trends and needs for the studio as a whole
- Contract performance venues including videographers, photographers and any special help for performances
- Evaluate existing programs as well as new programs
- Evaluate instructors on a bi-yearly basis in collaboration with the ED

- Costume ordering
- Maintain attendance records and assist the Business Director with parent communication regarding financial information

General

- Any additional tasks as assigned by the Executive Director for the overall success of Red River Dance & Performing Company
- Cleaning / Organizing
- Continue Community Outreach for performance opportunities in conjunction with the Competition Director including working with other organization collaborations

Ideal Candidate Requirements

- **Must posses a Bachelors Degree or higher in Management, Business, Dance or other related field**
- **5 years dance industry experience**
- **1-3 years managing staff**
- **Great communication skills in all fields**
- **Positive yet authoritative managerial style**
- **Strong marketing background including print, web, and all forms of social media**
- **Strong background in working with children**