

American Dance Festival (Durham, NC)

Administrative Director of Professional Training Programs

Start date: Summer 2017

Overview of the American Dance Festival

The American Dance Festival is held for six and a half weeks each summer at Duke University in Durham, North Carolina. Heralded as “One of the nation’s most important institutions” by the *New York Times* and as “The world’s greatest dance festival” by the *New York Post*, the American Dance Festival’s sustained record of creative achievement is indivisible from the history of modern dance. Through its school and performance season, ADF serves professional and pre-professional choreographers and dancers from around the world.

ADF’s core summer training programs are the Three Week School for Pre-Professional Dancers (ages 13-17), the Six Week School (ages 18 and up), and the Dance Professionals Workshop, which targets dance educators and working artists. These programs collectively attract anywhere from 250 to 350 students from around the country and world.

Job description

The Administrative Director of Professional Training Programs oversees all aspects of the Six Week School (6WS) and provides support for the Dance Professionals Workshop Intensive and Sampler (DPW). This position works with and reports directly to the Dean and occasionally with the Executive Director; collaborates regularly with the Administrative Director of Youth Training Programs to help realize school programs; and works with marketing, finance, and development staff to fulfill specific program needs.

Responsibilities of the position include:

- **Recruitment:** develop and execute effective strategies for maintaining and increasing 6WS and DPW enrollment; establish and maintain connections with potential 6WS and DPW candidates, dance educators, and training institutions that serve 6WS-aged dancers through personal interactions and written correspondence; conduct auditions and recruitment tours; act as program ambassador in all professional contexts.
- **Customer Relations:** serve as primary contact for students, parents, and educators about the 6WS and DPW programs; oversee all 6WS student support services; assist in customer relations with 3WS students, parents, and educators.
- **Administration:** develop budgets and oversee finances related to the 6WS and DPW programs; create assessment reports regarding school performance and other metrics; oversee and maintain database for school; process student registration materials; work with the Dean to develop 6WS and DPW schedules for students, faculty, and staff; draft contracts for faculty; provide administrative and logistical support for 6WS faculty and musicians; assist in scholarship decision-making; create and disseminate handbooks, explanatory documents, and waivers for faculty, school staff, and students; manage academic credit with Duke University for 6WS students; act as primary liaison between ADF and our landlord, Duke University

- Staff Management: hire, train, and oversee 6WS seasonal administrative staff, and interns.
- School Operations: implement, oversee, and provide daily management of all logistics relating to School Operations for 6WS, DPW, and 3WS, including transportation, facilities, equipment and classroom needs, and other services for events, classes, and school performances.
- Website: Maintain 6WS and DPW webpages.

Education and Experience:

- Bachelors degree in a related field
- Three to five years of full-time work experience in arts administration
- Experience in recruitment
- Experience acting as the public face of an institution or program
- Experience building teams internally and across organizations to develop new initiatives and fulfill ongoing programs
- Knowledge of effective, age-appropriate dance education practices; familiarity with institutions dedicated to training dancers; and experience in studio, collegiate, or summer dance programs
- Experience with Microsoft office software and Filemaker Pro
- Familiarity with RegOnline

Skills and Qualities:

Work habits: able to work independently, manage workload with minimal oversight, and effectively prioritize the execution of multiple projects that have varying timelines for completion

Teamwork and collaboration: agile team member who is able to adapt to changing needs and conditions that necessitate sensitivity in knowing when to lead and when to follow; able to cultivate a positive working environment; able to resolve conflict through clear communication and openness

Versatility and range: willingness to engage in a range of activities, from the practical nuts-and-bolts tasks of data management to the socially savvy work of recruiting and teambuilding to the highly creative thinking of program vision and development

Goal-setting and achievement: able to set goals, implement steps necessary to realize them, and achieve measurable results

Position details:

Full-time, requiring travel on weekdays and weekends for recruitment during the fall, winter, and spring; extensive hours in the summer during the festival season.

Salary is commensurate with experience. Benefits include health insurance, dental care, paid time off, and a 401K plan.

To apply:

Please email the documents below in a single PDF to adf@americandancefestival.org with **Administrative Director of Professional Training Programs** in the subject line.

Cover Letter discussing how your experience and skills fulfill the obligations of this position; resume; and three references, including email and phone contact information, their relationship to you, and the length of your experience working with them.