



Dance Director Job Description

Cape Symphony is seeking a passionate and experienced Dance Director to lead our Dance Company. The Dance Director is responsible for both the artistic vision and day-to-day operations of the Cape Symphony Dance Company. This dynamic role includes overseeing faculty, designing and implementing high-quality dance programs, and cultivating a supportive, inspiring environment for students. The ideal candidate will be committed to excellence in dance education, student recruitment and retention, and fostering a vibrant, inclusive community within the school. The Dance Director also plays a key role in guiding student performance opportunities and the overall growth of the program.

Artistic Vision and Program Development:

- Develop and implement dance programs, including course planning and curriculum development.
- Select and mentor dance faculty, ensuring high-quality instruction and safe, appropriate class content.
- Oversee scheduling, course offerings, and room assignments.
- Collaborate with faculty to maintain safe and clean studio spaces.
- Arrange logistics for all recitals, rehearsals, workshops, and related community events.
- Program repertoire for the entire season that is age and skills-appropriate, inspiring and enjoyable for the students, and that will effectively develop the skills of the CSDCo members.
- Program and organize performances, recitals, and other events, including music, choreography, costumes, lighting, rehearsals, and all other details, and management of staff and volunteers.

Operational Management:

- Teach at least 12 hours of classes each week during the season (September through June) and at least 8 hours of classes during 6 weeks of classes in the summer.
- Manage the daily operations of the dance program.
- Develop and implement business strategies for growth and sustainability.
- Oversee and manage program budgets; strategically planning for program growth.
- Hire, train, and manage instructors and staff as needed.
- Collaborate with Marketing to coordinate advertising, website content, newsletters, and social media to raise awareness of programs and increase participation.
- Create detailed program descriptions for use in all marketing materials and grant applications.

Student Experience and Community Building:

- Foster a positive and inclusive program culture.
- Build relationships with students, parents, and the community.
- Ensure a safe, clean, and welcoming environment for all students.
- Oversee recruitment and retention efforts for the dance department.
- Communicate important information with CSDCo families through regular email and correspondence.

Administrative and Leadership:

- Lead CSDCo team meetings as needed.
- Collaborate with other departments and stakeholders to achieve school goals.

Works closely with Director of Education:

- To determine CSDCo structure, personnel, equipment needs, and member policies.
- To arrange logistics for all recitals, rehearsals, workshops, and related community events.
- To assess program goals both educationally and artistically.
- To ensure class enrollment and tuition payment of all CSYOP members.
- To discuss Tuition Assistance needs of students.
- To schedule room use at West Barnstable locations and other locations when applicable.
- To perform other duties as assigned.

Required Skills and Qualifications:

- Strong leadership and management skills.
- Extensive knowledge of dance styles, techniques, and pedagogy.
- Excellent communication, interpersonal, and organizational skills.
- Experience in curriculum development and program management.
- Ability to work effectively with students, parents, faculty, and staff.
- Passion for dance and a commitment to fostering a positive learning environment.