



Education Program Manager Job Description

Department: Education and Community Engagement Departments
Position Title: Education Program Manager
Reports to: School Director @ THEARC
Classification: Full-time, Exempt
Location: Washington, DC

Scope:

Under minimal supervision, plans and implements in-school dance education program in designated public elementary schools and community settings. Teaches dance and ballet techniques to second and third grade students through arts experience and arts integration models. Manages and coordinates teaching and training activities with school personnel for the maximum success of program operations. Researches industry models, practices, and theories to keep current with national and local dance education standards. Choreograph and direct dance performances at culminating events which demonstrates students' techniques, progress and abilities.

General Responsibilities:

- Teach in the *DanceDC* program in DC Public schools (DCPS) as assigned
- Develop lesson plans in accordance with District of Columbia education standards in collaboration with the teachers
- Develop lesson plans in accordance with The Washington School of Ballet's Syllabus
- Have students perform classical, modern, theatrical, or social dances in productions
- Have students express their own interpretations of the collaborative lessons based on stories, prose or poetry kinesthetically, musically or in writing
- Collaborate with Director in management, communication and review of the teaching artists
- Collaborate with Director on curriculum and lesson plans which includes refining and updating the plans, curriculum, dance numbers, performances and culminating events
- Create new lesson plans that are relevant topics at the local schools and for the new ballets being performed by TWB Company
- Create outcomes and standards that meet the DCPS goals for second and third grade students
- Monitor the field of in-school dance programs to remain aware of current trends and innovations
- Research and develops a new set of curriculum that highlights historical, cultural, and social information of the dance Diaspora
- Assist with the production of Spring Performance of TWB@THEARC and other productions
- Fulfill training requirement to be able to teach in the academy and teach as needed
- Train, exercise, and attend dance classes to maintain high levels of technical proficiency, physical ability, and physical fitness

- Coordinate all programmatic, educational and artistic events that relate to *DanceDC* programs
- Manage EXCEL! Scholarship program
- Assist Development Department with scholarship in fundraising initiatives.
- Assist the Director with other duties assigned

Internal Contacts:

School Director, THEARC School Manager, Faculty, Administrative personnel

External Contacts:

Students, parents, faculty, pianists, THEARC/BBAR staff

Positions Supervised:

Teaching artists in *DanceDC*

Qualifications - Education and Experience

- Bachelor's degree in Dance education/instruction or equivalent work experience
- 2-3 years of professional teaching (ballet/dance) experience
- Knowledge of web-editing platforms and web-designer software (html, css), preferable

Professional and Technical Competencies:

- Support the philosophy and mission of The Washington Ballet and The Washington School of Ballet
- Must assist the Public Relations Manager in the search to produce new media outlets and contacts for the promotion of The Washington Ballet, The School, and The Ballet's community engagement activities; the ability to think creatively in efforts to widen the Ballet's exposure locally, nationally, and perhaps internationally is a definite plus
- Must assist the Grants Manager in preparing grant applications with current statistical, educational and personal information about the students and their families
- Must be familiar with all social media platforms (search, monitor, post, edit content)
- Must be a self-starter
- Must possess excellent organizational skills, good collaborator
- Communicates conflicts, concerns or matters of urgency to appropriate supervisor or company director
- Work in a detail-oriented manner, is resourceful and flexible, and able to handle tasks simultaneously
- Work in a fast-paced environment with a willingness to be adaptable
- Work independently and as part of team

Knowledge of:

- Ballet and multiple dance disciplines

Physical Demands:

- Ability to stand for prolonged periods
- Ability to carry or lift 40 lbs.
- Ability to get to and from the elementary school and community centers

Equipment Knowledge and Use:

- PC and software
- Standard office equipment