

# Dance Place Seeks Junior Staff Program Manager

Dance Place, a nationally recognized cultural arts center in Washington, DC, seeks a part-time manager for its Junior Staff program. Position reports directly to Dance Place's Education Director Shannon Quinn.

## Junior Staff Program Description:

In this artistic youth program, teens ages 14-19 engage in a variety of activities that nurture the whole self as a Junior Staff member. Teens gain exposure to the arts by taking part in free weekly art classes (dance, drumming and more). In addition, Junior Staff participants learn job readiness skills with work training shifts as office aides, teaching assistants, theater technicians, front of house staff and facility maintenance staff. Junior Staff work closely with Dance Place staff members in departments such as youth programs, marketing, development, box office and production. Teens are required to attend Monday life skills sessions (job training, financial management, communication skills, team building, college readiness) and receive an honorarium for positive participation and commitment in all aspects of the program.

## Areas of Responsibility:

Responsibilities include but are not limited to:

- Implement and enhance established self-development curriculum
- Select Junior Staff participants in partnership with Education Director
- Lead weekly meetings for participants
- Guide trainings
- Organize art electives, schedule weekly work shifts and monitor participant participation
- Evaluate program with established tools and work closely with the Development Director on program reporting
- Follow a program budget
- Engage with program alumni
- Communicate with participants and their parents
- Work closely with Dance Place's Afterschool Club Manager to develop program overlap
- Work under the supervision of the Education Director

## Required Skills / Qualifications:

- Creativity in delivery of curriculum
- Works collaboratively
- Kind and caring with youth
- Good communication skills
- Demonstrate respectful demeanor as model for teens
- Can control a group with a gentle approach
- Highly organized and able to multitask in a fast-paced environment
- Strong leadership qualities
- Be able to set and demonstrate high standards of performance including punctuality, dedication and follow through

## Education and Experience Requirements:

- Bachelors degree or comparative experience in youth education
- Experience in youth leadership (teens 14-19)

## Benefits:

- 15 hours per week, year-round position
- Summer hours to be expanded to 40 hours for six week summer camp
- Employees are able to take an unlimited number of classes and attend Dance Place performances for free
- Salary commensurate with experience

## How to apply:

To apply, send cover letter, resume and two references to [employment@danceplace.org](mailto:employment@danceplace.org)

**Deadline to apply:** September 8, 2017