

## AN OPPORTUNITY TO JOIN A GREAT TEAM!

**JOB TITLE:** INTERIM DANCE CHAIR  
**DEPARTMENT:** DANCE  
**REPORTS TO:** DIRECTOR OF EDUCATION

### ABOUT USDAN:

Usdan opens a world for children to joyfully express their creativity and develop their artistic skills. Each summer, Usdan brings professional teachers and artists — actors, directors, playwrights, painters, sculptors, musicians, composers, dancers, poets, and novelists — to teach and collaborate with our campers, ages 5 to 18. Set on 140 acres of natural beauty in Wheatley Heights, Long Island, NY. Usdan is a safe, welcoming place within which campers have the freedom to build new friendships, explore nature, develop personal independence, and have fun, alongside their art making.

### POSITION SUMMARY:

The Interim Dance Chair will fulfill duties of the Department Chair from time of hire through August 2024, including the following:

#### Ongoing:

- Provide leadership and vision for the department, informed by contemporary art and educational practices;
- Assist Administration in communicating and enforcing Usdan policies and procedures related to the studios, campus, and pedagogy;
- Foster diversity and inclusion at Usdan within hiring practices and program design;
- Create and manage partnerships with artists, external cultural organizations and art organizations;
- Communicate with Usdan Facilities staff regarding the conditions of buildings and needed repairs;
- Manage the Department staffing and supply budgets;
- Respond to family inquiries about the department and activities;
- Facilitate collaboration across the many studios and art forms taught at Usdan;
- Recruit, hire, supervise and mentor faculty members who are engaging, thoughtful teachers, and practicing artists.

#### During the Camp Season:

- Order and oversee the organization of supplies for all department classes;
- Maintain an inventory of supplies, particularly at the beginning and the end of the camp season;
- Organize student performances, including Festival (lunchtime shows for the camp community) and the gala;
- Talk with parents, students, faculty, and, when necessary the deans, to resolve challenges or conflicts that arise in the classroom;
- Facilitate weekly department meetings;
- Hire and place substitutes or cover classes when faculty is absent;



- Communicate with Administration about events, major activities and faculty job performance in the department.
- Other duties as assigned.

The Interim Dance Chair will work with a team of arts and education professionals to support a diverse body of students.

Successful candidates have a willingness to try new things, welcome feedback, and are able to follow directions. They are adaptable, both in and out of the classroom, and enthusiastic about working with children. They are self-starters as well as collaborators. They can learn on the job and be part of a team that adapts routines as the summer goes. Perhaps most importantly, successful candidates consistently demonstrate empathy and respect for children and colleagues.

To perform this job successfully, you must be able to work in an outdoor camp environment and communicate with students and other staff effectively. Usdan provides staff with protocols at the beginning of the season that they are expected to read and follow. At the same time, Usdan staff understand that new challenges may arise during the camp season and often work together to problem solve and determine solutions as we go. The above job description is not intended to be an all-inclusive list of duties and standards of the position.

## JOB REQUIREMENTS

### QUALIFICATIONS:

- A bachelor's degree in the art form or equivalent knowledge, skills, and abilities;
- A minimum of five years experience teaching in dance, preferably with students of a wide range of ages and experiences;
- Must have prior administrative experience;
- Must complete New York State required trainings, including but not limited to a Sexual Harassment Prevention training and a Child Abuse and Neglect/Maltreatment Identification. Links to required trainings will be provided after hiring.
- Must be [up to date vaccinations against COVID-19](#), before the first day of the camp season. Requests for accommodations are subject to approval by senior management.
- CPR training is not required but a plus
- Have reliable transportation to Usdan's campus. Requests for accommodations are subject to approval by senior management.

### 2024 SUMMER SEASON DATES AND TIMES:

- Monday - Friday, July 1 - August 23, 2024, varying shifts 7 AM – 5 PM, closed July 4.
- Pre-season commitments include:
  - o Preseason campus prep in May
  - o Staff Orientation: Saturday, June 1 9:30AM - 4:30PM
  - o Family Orientation: (a 2.5 hour event to host families in the studios on campus).

## COMPENSATION AND BENEFITS:

- The Interim Dance Chair will be provided with a stipend to cover all work performed during and in preparation for the camp season. The stipend for an 8-week session is \$12,600. Family orientation, staff orientation, and any additional approved pre-season time paid at an hourly rate of \$30/hour.
- Complimentary use of studio space for their own artistic purposes, pre- and post-season, pending availability; semi-weekly use of swimming pool after camp hours; and occasional use of other facilities (e.g. tennis courts).
- Usdan summer camp tuition discounts for school aged dependents of faculty.
- Workshops in subjects like yoga, ceramics, and archery with other faculty and staff, if offered.
- Transportation:
  - Free parking on campus
  - Subsidized LIRR train ride or toll reimbursement for NYC-based staff provided at the end of the season.

## PHYSICAL DEMANDS

Usdan is a 140-acre campus with facilities spread throughout - distances vary and are along uneven surfaces, up and down hills. Some facilities are elevated and require one to two stairs to enter. Although this position mostly consists of office work, there will be many opportunities for this position to traverse the campus, especially during the summer season. Some staff walk an average of two miles per day. Other physical demands include the ability to work in a hot, humid environment; the ability to speak clearly and understand the speech of another person; and the ability to prioritize sounds and focus on one sound among many.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential physical functions of this position.

## TO APPLY:

- Please apply through our online application: <https://www.usdan.org/employment>
- PDF files are preferred attachments. No phone calls please.

USDAN CENTER FOR THE CREATIVE AND PERFORMING ARTS A/K/A USDAN SUMMER CAMP FOR THE ARTS IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO CREATING AN INCLUSIVE ENVIRONMENT FOR ALL EMPLOYEES. WE WELCOME APPLICANTS FROM DIVERSE BACKGROUNDS TO APPLY THEIR UNIQUE BACKGROUNDS, PERSPECTIVES, SKILLS AND TALENTS TO FOSTER AN OPEN, COOPERATIVE, AND DYNAMIC ENVIRONMENT WHERE EMPLOYEES AND USDAN ALIKE CAN THRIVE. ALL EMPLOYMENT IS DECIDED ON THE BASIS OF QUALIFICATIONS, MERIT, AND BUSINESS NEED.