



JOB DESCRIPTION TEACHING ARTIST

Updated October 8th, 2025

Job Title: Teaching Artist

Reports to: Program Manager and Senior Director of Programming

Immediate Supervisor: Program Manager

Assistant Supervisor: Education Development Manager

Department (s): Program

Staff reporting to this position: None

Position classification: Temporary/Hourly/Non-Exempt

Position Summary

Plan and execute dance classes for children and teens with a focus on technique and positive youth development goals; create choreography for performances; utilize and complete assessment tools (i.e. point sheets, journals, etc.) that assist in the evaluation of programmatic impact.

Responsibilities

1. With Co-teacher (if applicable), create a dance class that integrates positive youth development and technique.
2. Measure and record class processes through monthly journaling, quarterly curriculum mapping, weekly point sheets by deadline, and periodic meetings with Education Development Manager and Artistic Director to support with class and choreographic processes (as scheduled).
3. Monitor weekly class attendance, and report incidents of excessive tardiness and/or absenteeism to program administration.
4. Implement Moving in the Spirit's yearly curriculum as described in the Teaching Artist Resource Guide
5. Plan 30 minutes per class weekly.
6. Participate and contribute to Faculty Planning Meetings.
7. Pursue a high quality of teaching, artistry and continued dance education.
8. Attend regularly scheduled teaching artist trainings and program related meetings.
9. Report to class on-time and prepare to receive students.
10. Abide by the absence policy.
11. Schedule periodic check-ins with Assistant Teaching Artist, if applicable, to plan for class and continue a strong professional relationship.
12. Support Holiday Store as it relates to your classes.
13. With the Artistic Director, or her designee, integrate original dance pieces into the performances.
14. Attend all rehearsals, dress rehearsals, performances and showings associated with assigned classes. This includes, but is not limited to: March Showcase, Baby Steps showings, Apprentice Corporation Tour Show, and Ambassador performances, and the end-of-the-year performances, where applicable.
15. Attend organization-wide staff meetings and retreats, where applicable.
16. Submit timesheets in a timely manner according to the payroll schedule deadlines determined by the Program Manager.
17. Complete evaluations and surveys by deadline.
18. Sub for classes when available.
19. Other duties as requested by the Senior Director of Programming, Program Manager, Artistic Director and/or Executive Director.
20. Explores and participates in opportunities for personal and professional development including scheduled meetings, performances, trainings, workshops, certifications, and networking opportunities.



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Additional duties for Company Teaching Artists

1. Actively participate and attend Training and Performance Company meetings, as scheduled.
2. Attend Company intensives and rehearsals.

Received/Date: _____