



PROGRAM TRAINING AND DEVELOPMENT MANAGER JOB POST

Moving in the Spirit is an award-winning creative youth development program. We use the discipline of dance to help children and teens develop the social, emotional, and cognitive skills they need to thrive.

Position Summary

The Program Training and Development Manager plays a pivotal role in shaping the educational and developmental framework of the organization's programs. This role is responsible for creating and implementing a comprehensive youth development and dance curriculum, ensuring alignment with the organization's mission and values. The role involves designing robust teacher training materials and facilitating engaging workshops to cultivate a culture of continuous learning among faculty. Collaborating closely with the program team, the Program Training and Development Manager ensures the seamless integration of curriculum and programming, fostering both the personal and artistic growth of student participants.

Position: Program Training and Development Manager

Position classification: Full-time

Staff reporting to this position: None

Work Week: Monday-Friday; 40 hours/week; Evening and weekend availability required

Annual Salary: \$60,000-\$65,000

Anticipated hire date: January 2025

Application Deadline: Open until filled

**To apply please submit cover letter, resume, and 3 professional references to hr@movinginthespirit.org.
Incomplete submissions will not be considered.**

Key Responsibilities

- I. Responsible for developing program curriculum, teacher's manual, and training and development of Faculty.
 - Design, develop, and implement a youth development focused and dance curriculum for various age groups and skill levels.
 - Ensure the curriculum aligns with state or national dance education standards, while also being adaptable to the specific needs of the program.
 - Create detailed lesson plans, including warm-ups, technique development, choreography, and performance standards.
 - In collaboration with the Program Evaluator, monitor and assess the effectiveness of the curriculum through student and parent feedback, teacher observations, and performance outcomes.
 - Revise and update the curriculum as necessary to ensure it remains engaging, relevant, and aligned with the evolving needs of students and industry standards.
 - Create detailed, well-organized teacher's manuals that align with the curriculum, youth development and dance educational standards, and teaching goals.
 - Annually review and update the teacher's manual based on feedback from the faculty, program team, and other stakeholders to improve its effectiveness and relevance.
 - Provide ongoing support and professional development for the faculty, helping them implement the curriculum effectively.
 - Conduct workshops and training sessions on current youth development and dance teaching methods, trends, and best practices.
 - Offer mentorship to new or less-experienced faculty members to strengthen teaching techniques and curriculum delivery.



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2. Support the Program Team with implementation of curriculum, student and program evaluations, and overall program scheduling.
3. Provide tailored social and emotional support to foster students' personal growth while proactively assessing their unique needs.
 - Engage in regular meetings with dancers to address their academic, personal, and artistic challenges, providing guidance and support tailored to their needs.
 - Develop and lead the annual Leadership Challenge goal-setting program for participants, tracking dancers' progress and personal growth throughout the year.
 - Serve as a trusted advocate, helping students overcome obstacles and achieve their personal and artistic goals.
 - Collaborate with families and caregivers to provide guidance and support, fostering the success of children and youth participants in the program.
4. Provide dancers with career guidance, meaningful exposure to opportunities, and access to essential resources for their professional exploration.
 - Assist students in setting goals and planning academic pathways aligned with their interests in the arts or otherwise.
 - Offer guidance on college and post-secondary education options, including auditions, portfolio preparation, scholarship opportunities, and industry pathways.
 - Connect dancers with opportunities for auditions, internships, and community arts programs.
5. Assist with developing strategies for increasing program participant engagement, retention, and satisfaction.

Qualifications

- Excellent communication and facilitation skills with the ability to engage and inspire educators and students alike.
- Demonstrated ability to foster a culture of continuous learning and professional growth among faculty.
- Strong organizational and time-management skills.
- Strong understanding of youth development principles and dance pedagogy.
- Proven track record of designing and implementing comprehensive curricula and teacher training programs.
- Familiarity with best practices in arts education, youth development frameworks, and innovative teaching methodologies.
- Creative and innovative thinker with a passion for arts education and community impact.

Education and Experience

- BFA or BA plus equivalent professional experience.
- At least five years of demonstrated teaching proficiency (full-time preferred). Demonstrated professional level in the creative/performance field.
- Minimum of 5 years of experience in curriculum design, youth programming, and/or arts education.



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