



POSITION ANNOUNCEMENT

Job Title: Head Coach – Dance Team
Department: College of Arts and Humanities - Performing Arts Department
Reports To: Director of MU Performing Arts
Level: 7
Shift/Hours: August to May – 10 to 15 hours per week
Date Prepared: November 10, 2017

SUMMARY

This position oversees and manages operations of the Madonna University dance team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Ensures the safety of all team members, assistant coaches, and equipment at all times.
2. Responsible for recruitment of dance team members in conjunction with enrollment goals.
3. Collaborates with admissions staff on dance team marketing and recruitment initiatives.
4. Assists in the outreach to alumni to recruit support for the team.
5. Schedules performances, competitions, practices, choreographers, and facilities appropriate for the dance team.
6. Oversees the timely completion and submission of all paperwork with Madonna University, including travel forms, competition paperwork, and financial requests. Also assists with the coordination of travel arrangements.
7. Works collaboratively with team officers and administrators to develop and achieve program priorities.
8. Possesses the knowledge to assess team members' talent level for placement in competition routines.
9. Meets with prospective students and their families during campus events.
10. Conducts one or more dance team recruitment visit days.
11. Engages in professional development related to dance team coaching.
12. Assists team members in achieving fundraising goals.
13. Represents the team and Madonna University in a professional manner and maintains the team's positive community standing.
14. Supervises team members and assumes responsibility for their conduct at team functions.
15. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include-planning, assigning and directing work; addressing complaints and resolving problems.

QUALIFICATIONS

The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Knowledge of dance team skills, technique, choreography, and teaching. Prior coaching experience at the high school or college level. Demonstrate competency in teaching, dance technique, choreography, and rehearsal/practice of dance routines. Advanced level of knowledge in Pom, Jazz and Hip-Hop. Possess strong verbal and written communication skills. Possess commitment to student and program development.

TO APPLY

Please complete the application at <http://www.madonna.edu/resources/human-resources>. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to hr@madonna.edu. Current employees must complete the internal application on MY Portal >Employee Resources.

MADONNA UNIVERSITY

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.