



## **JOB OPPORTUNITY**

### **Recruitment & Training Associate**

The School of Toronto Dance Theatre is one of Canada's leading dance training centres and offers training programs for professional and recreational dancers of all ages from its studio and office space in Toronto's Cabbagetown area. The School strives for artistic excellence in teaching, stays vitally aware of ongoing developments in the art form of dance, provides stable administration and financial management, and maintains a strong and responsible Board of Directors. Through its dedication to excellence, the School has remained at the forefront of training in contemporary dance in Canada for over fifty years.

The School is in search of a Recruitment & Training Associate to join its team, a new position at the School. The ideal candidate is a dynamic administrative and technologically proficient professional with a passion for dance and an understanding of the evolution of dance training in Canada and around the world. A minimum of three years' work experience is preferred, ideally within an arts and culture organization, arts training institution, educational institution or equivalent.

Reporting to the Artistic Director, the successful candidate will be expected to help build our student population and create potential school partnerships within specialist high skills schools, dance studios and other organizations, nationally and abroad.

#### **Roles and Responsibilities:**

##### *Recruitment*

- Develops and executes a recruitment strategy to increase enrollment to the Professional Training Program and Summer Intensives in collaboration with the Artistic Director
- Promotes the Professional Training Program and Summer Intensives in collaboration with the Communications & Engagement Manager in conjunction with the School's overall marketing and communications strategy
- Acts as the main point of contact for prospective students providing direction and advice on entry requirements, program content, and other inquiries
- Develops relationships with new and existing outreach contacts including primary and secondary schools, arts high schools, and updates the database as necessary
- Collects prospective student statistics for reporting
- Leads outreach programming, coordinates master classes, and educational matinées with schools
- Maintains records for prospective students and recruitment contacts in the database
- Works with Student Services & Financial Aid Officer to ensure successful transition from prospective to registered student
- Lead Orientation Week for students

##### *Summer Intensives*

- Coordinates the application process for the Pre-Professional and Teen Intensives, and executes all communications with participants, parents, staff and faculty
- Working in collaboration with the artistic team, coordinates participant placement by level, builds the audition schedule, coordinates artistic personnel and demonstrators
- Coordinates and schedules special workshops and activities for the participants
- Coordinates the Summer Intensive scholarship program and communicates with recipients

### *Auditions*

- Coordinates the audition process including applicant communication, ensuring completeness of applications
- Working in collaboration with the artistic team, builds the audition schedule
- Coordinates the logistics and delivery of audition days

### *Professional Training*

- Provides artistic and administrative support for the Professional Training Program
- Participates and assists in the development of artistic plans and visioning with Artistic Director, Managing Director and staff
- Participates in all performances and provides input as determined by the personnel schedule for the annual showcases
- Works closely with students through regular interaction and on projects

### *General*

- Assists in grant applications as required
- Assists with external awards applications where appropriate
- Attends and participates at staff and faculty meetings
- Collects prospective student statistics for reporting
- Contributes to the day-to-day operation of the School as part of the team
- Where appropriate, provides support and or supervision to other staff members, student employees, and volunteers carrying out the School's programs and initiatives, including fundraising
- Other responsibilities as assigned

### **Skills and Qualifications:**

- 3+ years of direct experience in arts or education administration or equivalent
- Studied dance and has a good understanding of dance and dance training
- Excellent interpersonal and customer service skills, research, strong analytical skills for interpreting data and preparing reports;
- Highly organized with the ability to manage multiple projects effectively
- Strong computer skills (MS Office)
- Familiarity with CRM databases (Sumac)
- Flexible can-do attitude with a willingness to jump in where needed
- Works independently while collaborating effectively with the larger team
- Broad understanding of the not-for-profit sector
- French language is an asset, but not required

### **Particulars of the position:**

The role is a full-time position, commensurate with experience and includes a full benefits package after a successful probation period. The standard work week is Monday to Friday, 9 a.m. to 5 p.m. with some evenings and weekends required.

Salary range: \$45,000 - \$52,000, plus benefits

Start Date: September, 2021

### **How to Apply:**

To be considered for the position, please send a cover letter and resume in one PDF document, by email to [search@schooloftd.org](mailto:search@schooloftd.org) by 5 p.m. on August 22, 2021. Please no phone calls.

Consideration of applications will begin immediately and continue until the position is filled.

The School of Toronto Dance Theatre is committed to creating a welcoming, respectful and inclusive work environment. We welcome and encourage applications from all people regardless of race, gender identity or expression, religion, disability, or sexual orientation.

We are an equal opportunity employer and encourage all qualified individuals to apply, however Canadian citizens and permanent residents will be given priority.

We thank applicants for their interest, however, only those advancing in the process will be contacted.

The School is housed in a heritage-designated building in the heart of Cabbagetown, Toronto; the building is currently not wheelchair accessible.

The School of Toronto Dance Theatre  
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