

THE SCHOOL

of Toronto Dance Theatre

JOB OPPORTUNITY ARTISTIC & PEDAGOGICAL ASSOCIATE (CONTRACT)

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 an Artistic & Pedagogical Associate to join its team in a one-year, part-time contract role. The ideal candidate is a dynamic artistic and administrative professional with demonstrated experience in the field of Contemporary dance, performance and education, and an understanding of the evolution of dance in Canada and around the world. A minimum of three years' work experience is required. This is an administrative role, however experience in rehearsal direction is strongly preferred. Rehearsal Direction and other teaching responsibilities may be contracted additionally.

Working under the direction of the Artistic & Pedagogical Director, and working closely with the Managing Director, staff and artistic personnel at the School, the Artistic & Pedagogical Associate supports the academic success of the students, and contributes to the day-to-day operation of the School, the artistic and pedagogical planning, supervision of the School's Professional Training Program, and the overall promotion of the School.

Role and Responsibilities

Professional Training Program

- Produces the weekly Professional Training Program schedule in collaboration with the Production & Operations Manager and Artistic & Pedagogical Director, and liaises with teachers and accompanists
- Acts as a primary liaison for the student body including:
 - General advising to, and supervision and directing of students
 - Performs regular student evaluation sessions with the Artistic & Pedagogical Director
 - Works closely with students through regular interaction and on specific projects.
- In collaboration with the Student Services & Financial Aid Officer
 - Monitoring attendance for evaluations and to identify issues such as injuries and their impact on individual students' training
 - Manages and tracks attendance and evaluation process of students for the student record and for reporting to the Ministry.
- Maintains an excellent understanding of training and compliance requirements as it pertains to the curriculum, program delivery and student requirements
- Act as primary administrator for course materials
- Coordinates ancillary student activities, exchanges and trips
- Assists with conflict resolution and situational management related to the student body

- Participates in PTP auditions and student selection process.

Production

- Assists the Artistic & Pedagogical Director with regard to casting, repertory and other performance preparations as required
- Participates in all PTP performances.

Artistic Administration

- Assists with the delivery of the Scholarship Bursary and Awards Program
- Assists with external awards applications where appropriate
- Assists in grant applications and reporting, including collecting and tracking information of our graduates, and collecting student statistics for reporting, as required
- Attends and participates at staff and faculty meetings
- Other responsibilities as assigned.

Skills and Qualifications

- A knowledge of contemporary dance field for dancers and choreographers, and career paths of artists
- Rehearsal Direction or Teaching experience
- Excellent interpersonal skills to interact effectively with students, faculty, artists and staff
- Excellent written and oral communications skills
- Grant writing experience
- Technologically proficient with strong computer skills in Microsoft Office, Google Suite
- Experience with CRM databases (Sumac)
- Highly organized with the ability to manage multiple projects effectively
- Works independently while collaborating effectively with the larger team.

Particulars of the position:

The role is a one-year, part-time, contract position with the possibility of renewal. The position requires 19 to 24 hours per week (to be determined), in-person with scheduled office hours. Some evenings and weekends are required. A standard work week at the School is Monday to Friday, 9 a.m. to 5 p.m.

Salary Range: \$24,000 - \$33,000, commensurate with experience. This salary is prorated to a part-time salary (0.48 - 0.60 position) from an annual full-time base salary of \$50,000 to 55,000

Start Date: July 2022 or as soon as possible

How to Apply:

Please email a cover letter and CV detailing administrative, artistic and teaching experience in one PDF document to search@schooloftd.org by 5 p.m. on June 15, 2022. Please no phone calls.

Consideration of applications will begin immediately and continue until the position is filled. All applicants will be notified of the status of their application.

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

We are an equal opportunity employer and encourage all qualified individuals to apply, however only Canadian citizens and permanent residents are being considered for this position.

The School of Toronto Dance Theatre
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Toronto, ON M4X 1B2