



# MANKATO BALLET COMPANY

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ELEVATING EXCELLENCE

## **MBC INSTRUCTOR Job Description**

**TERM:** PART-TIME (.5-10 HOURS WEEKLY)

**REPORTS TO:** Artistic Director

**OVERVIEW:** Under the direction of the Artistic Director, an instructor will enhance the image, draw from the mission and assist the Artistic Director in producing quality instruction for our students. This position will be responsible for teaching youth ages 3-18.

### **ADMINISTRATIVE**

- Communicate with office as needed regarding missing students and attendance
- Communicate with Assistant and Artistic Director regarding:
  - Time off
  - Substitute teachers
  - Trouble with students and or parents
- Clock in and out for shift

### **ARTISTIC**

- Teach classes from September-May
- Set recital dances on classes for May recital
- Provide own music for class
- Provide age appropriate music and content for classes
- Uphold MBC dress code and code of ethics

### **MISC.**

- Instructors are not able to take another dance related job within a 30 mile radius of MBC while working for us without consent of the Artistic Director and the Board of Directors

The Instructor is also held to the content and agreements of the annual employment contract.