



Music and Dance Coordinator

Position Summary

The Music and Dance Coordinator is responsible for managing thriving music and dance programs that are an integral part of campus life and bring people together in a multitude of long-term and transformative ways. They will work to ensure that music and dance traditions are preserved and passed down to the next generation and that the Folk School remains connected to our community through the Junior Appalachian Musicians program, increased community outreach, and through our existing concert and dance series. They will represent the organization to local, regional, and national audiences including dancers, performers, instructors, and students. This position will bring vision and direction to a program with deep historic roots and serve as an important liaison between the Folk School and the greater music and dance community. They will work closely with the Programs team to help reach the goals of the Folk School's strategic plan and further our mission, vision, and values. The Music and Dance Coordinator reports to the Programs Director for program development and to the Studio Manager for studio operations. This is a 40-hour per week, non-exempt, benefits eligible position.

Program Development

- Work with the Programs Director to set annual program goals.
- Strategically develop a schedule of music and dance classes to maximize enrollment, ensure student satisfaction, and to support the mission, vision, and values of the Folk School.
- Recruit quality new instructors who are a good fit for the school.
- Assess current program offerings and adjust as needed. Ensure that programs are aligned with the Folk School's educational model and with the goals of our strategic plan.
- Monitor enrollment trends, instructor and student evaluations, and address any conflicts or concerns that may arise regarding class content and the student/instructor experience.
- Contract assistant instructors as needed.
- Work with Programs staff and instructors on the development of all class-related content including instructor biographies, class descriptions and titles, materials lists and fees, and promotional materials such as images and video. Edit any relevant class material.
- Work collaboratively with Programs staff to contribute to creative program development. Attend team meetings and give updates on studio developments as well as contribute ideas to help achieve overall team goals.
- With support from a contract Music and Dance Events person, manage Winter Dance Week, and all special dance programs. This includes scheduling instructors, processing work exchange applications, student and teacher orientation, creating schedules for operations and promotions, hiring musicians, managing snacks and refreshments, communicating with Folk School staff as needed, and overseeing the evaluation process.
- Manage the Folk School Junior Appalachian Musicians Program. This includes student recruitment, program development, hiring and communication with instructors, organizing concerts and other events, communication with students and parents, managing the annual budget, maintaining instruments, and tracking data for grant reporting purposes.
- Manage the annual Christian Harmony Sing including organizing, promoting, and facilitating.

- Work with the Music and Dance Events Coordinator to schedule bands for the Friday Night Concert Series and bands and callers for Tuesday and Saturday night dances. Manage concerts and dances when the Music and Dance Events Coordinator is not able to attend. *Please note: the Music and Dance Events Coordinator is a new, contract position to be recruited once dances and concerts safely be held. The full-time Music and Dance Coordinator will give input on this new position and be involved in the contracting process. This new role is intended to support the Music and Dance Coordinator by organizing the logistics of special events, dances, and concerts, by running sound for all such events, and with additional support as needed. As this position grows, it will potentially transition to a full-time role.*
- Work with the Music and Dance Events Coordinator to support planning and management of Fall Festival and other special events.
- Schedule daily Morningsong. Lead Morningsong upon request. Help record Virtual Morningsong when needed.

Studio Operations

- Work closely with the Studio Manager to plan annual and long-term studio facilities improvements.
- Work with the Studio Manager to create, maintain and manage equipment maintenance systems, studio safety procedures and training protocol for instructors and students.
- Work with the Studio Manager to assess, maintain and manage studio equipment lists.
- Manage the repair and maintenance of pianos and sound equipment as well as long-range planning for purchasing of new equipment.
- Communicate with instructors well in advance of classes in order to determine their needs.
- Manage weekly organizing of the Music Studio between classes.
- Greet instructors upon arrival, and orient new instructors to the studio.
- Work collaboratively with a contract Music and Dance Events person to manage studio and campus logistics for special events such as Friends and Family Day and Fall Festival.
- Attend to all music studio needs as they arise throughout week-long and weekend classes, with support from Programs staff.
- Complete end of year duties including inventory and equipment maintenance.
- With support from the Music and Dance Events person, maintain the stage area of the Community Room and Festival Barn, including maintaining sound systems and replacing equipment as needed.

Constituent Engagement

- Serve as a Folk School advocate and a liaison with the Music and Dance community.
- Serve as liaison between the Folk School and its' dance teams.
- Serve as liaison with the Brasstown Concert Association and attend to any needs for their Sunday concert series.
- Respond to enquiries from potential new instructors and process instructor applications.
- Respond to general enquiries about the music and dance programs.
- Manage the music and dance Facebook page.

- Help assess and process studio donations.
- Communicate with instructors during the contracting and catalog production process to ensure that all content is delivered on deadline. Send updates and maintain instructor relations.
- Engage with existing and potential students both in-person and through social media.
- Train new instructors on the Folk School model of education and help them acclimate to the Folk School for a smooth and successful teaching experience.
- Maintain a visible and welcoming presence in the studios to set the tone for a successful and positive Folk School experience.

Inter-Departmental Collaboration

- Communicate with Services Manager regarding performer meal and housing needs.
- Work with the Marketing and Communications Department to promote the music and dance programs, identify networking opportunities, reach target markets, and develop annual promotional goals. This may include attending related conferences or festivals.
- Work closely with Marketing and Communications to promote low-enrolled classes.
- Work closely with the Development Director to develop strategies to help meet annual fundraising goals and assess donor relations.
- Participate in and support other special programming, such as Friends & Family Day (studio open house), Fall Festival, and future activities to be developed, including the potential for evening or Saturday youth/community programs.
- Provide occasional support for Resident Artists, Studio Coordinators, and other Programs staff for scheduled and unscheduled PTO absences and weekend coverage. Other full-time studio coordinators will also fill in for the Music and Dance Coordinator as needed.

Administrative

- Work closely with the Studio Manager to develop and manage the music and dance operating and capital budgets and restricted funds.
- Handle all music and dance financial paperwork and manage relevant vendor accounts.
- Ensure that attendance at all events is tracked and documented for grant reporting purposes.
- Maintain contact lists of all instructors, musicians/bands and dance callers.

Qualifications

- Must have detailed knowledge and expertise in regional and national music and dance trends. Should be especially familiar with Contra, Square, and English Country Dance.
- Established connections within the music and dance community.
- A self-starter who brings creativity and vision to their role and can help grow the programs.
- Comfortable speaking and performing in front of a crowd.
- BA degree in Music, Dance, Performing Arts, is a plus.

- Recommended experience running professional sound equipment, preferably in both a concert and dance environment. Someone with music and dance programming experience and a desire to learn from and collaborate with a sound technician would also be considered.
- Solid understanding of the Folk School concept and a desire to promote this educational model.
- Excellent communication skills and the ability to provide essential information to various departments in a timely manner. Excellent writing skills and attention to detail.
- Ability to effectively manage a varied workload, plan and manage a budget, and successfully organize long-term planning and projects.
- Ability to work collaboratively and develop and maintain relationships with Folk School staff, instructors, students, and community.
- Basic computer skills including Microsoft Excel.

Incentives

The Folk School is committed to improving access to creative opportunities for our staff. We offer an annual complimentary class to all staff members and occasional staff workshops in craft, music, and dance. Although we cannot offer a dedicated studio space at this time, we will work to find ways for the Music and Dance Coordinator to have studio access in order to maintain and strengthen their creative practice.

Physical Demands

This position requires travel and the ability to drive a car. A current driver's license is required. The position requires that the employee be able to walk unaided up and down hills and over uneven terrain, bend, stoop, and have use of fine and gross motor skills. The work of this position frequently requires the use of hands to finger, handle, or touch objects, tools, or controls. The employee must occasionally lift and/or move heavy objects or boxes, up to 50 pounds. While performing the duties of this job, the employee will likely need to sit and to work at a computer. Must be able to work weekends and holidays, as needed. This position requires fluency in English.

Applications

Please submit the following materials by e-mail to Kim Zimmerman at kim@folkschool.org, or by USPS to:

Kim Zimmerman
 Program Operations Assistant
 John C. Campbell Folk School
 One Folk School Road
 Brasstown, NC 28902

1. Cover letter that expresses your desire to work at the Folk School and reasons for interest in the position.
2. Resume detailing education and work experience.
3. Contact information for three professional references.

Review of applicants will begin immediately and continue until position is filled.