



## Events Coordinator

We are a thriving dance studio located in the Hixson area of Chattanooga. Our studio is dedicated to providing exceptional dance education and fostering a love for dance among our students. With a passionate team and a commitment to excellence, we strive to create a positive and inspiring environment for dancers of all ages and skill levels.

The position requires a high-energy candidate that loves to work with kids and plan events. The candidate must be able to teach basic level dance classes, and manage well in Google Suites. This position can be combined with the front desk and marketing administrative position.

### Responsibilities of the role will include:

- Work in the office to attract, enroll, and retain dancers
- Work and oversee events such as Open House, Parent's Night Out, Fall Festival, Cast Parties, and Birthday Parties
- Teaching dance classes at events

Requirements: To excel in this role, we are seeking individuals who align with our studio's values and possess the following qualifications:

- Passion for dance and a genuine interest in nurturing students' love for the art form.
- Basic training in ballet, modern dance, or jazz dance
- Enthusiasm to continue learning and improving
- Strong communication and interpersonal skills to effectively engage with students, parents, and fellow staff members.
- BA or BFA in Dance a plus
- Basic computer skills

### Key Priorities:

1. Help maintain budgets for events
2. Coordinate with birthday party hosts to ensure a quality event is produced each time
3. Organize and execute social events.
4. Work to promote events, performances, and parties

### Key Metric:

Increased number of attendees at events

Increased profits at events

#### Schedule and Availability

- Must be available on the weekends for events, some on Sunday, most on Saturday.

#### Pay and Benefits:

- Competitive \$12-\$14 per hour on W2. Event project pay can be more. Raises will be analyzed yearly, and given based on good growth.
- Free dance class tuition for self and dependents

Hiring Process: We believe in a thorough and fair hiring process to ensure the best fit for both the candidate and our studio. Our hiring process typically includes:

- Resume: Please send your resume with cover letter to [christine@chattdance.com](mailto:christine@chattdance.com)
- Application: Once your resume is received, we will send you a questionnaire form. Complete this online application form, providing all requested information.
- Initial Interview: Selected candidates will be invited for an initial interview to discuss their qualifications and alignment with our studio's values.
- Skill Assessment: Depending on the role, there may be a skill assessment or demonstration required.
- Final Interview: A final interview will be conducted with key members of our team to further evaluate the candidate's fit, and potential contributions.
- Job Offer: A job offer will be extended to the successful candidate, followed by a formal contract upon acceptance.

We value every applicant's time and commitment throughout the hiring process. Regardless of the outcome, we strive to provide timely communication to all applicants. Thank you for considering joining our dance studio team. We look forward to reviewing your application and exploring the potential of having you contribute to our studio's success!