Position Title: Chair, The Hartt School Community Division Dance Department

Grade: 99

Employment Class Code: A9

Job Code: B2832

FLSA Classification: Exempt

Work Week: 40 hours (minimum)

Reports To: Director, Hartt Community Division

**POSITION SUMMARY**

Assumes responsibility for pedagogical and artistic leadership for the varied programs of the dance department as well as for teaching dance classes for The Hartt School Community Division (HCD). Performs all duties in full support of the University’s brand, understanding that the positive and effective execution of these duties are instrumental to the University of Hartford’s core business – the education of students.

**KEY RESPONSIBILITIES**

**% OF TIME**

Assumes responsibility for a significant amount of studio teaching of intermediate and advanced ballet, Pointe, repertory and all areas of expertise to students at the HCD. Possesses a thorough understanding of ballet pedagogy and at minimum, both familiarity and experience working with other pedagogies, including modern, jazz and tap. *

60%

Develops, implements and oversees short and long-range strategies which meet the mission of the HCD as well as The Hartt School. Provides pedagogical, artistic and administrative oversight and leadership for the varied programs offered by the department, including but not limited to, intensive ballet, children’s ballet, adult dance and a range of modern, jazz and tap offerings. *

15%

Develops and manages curriculum, schedules and teaching assignments for the department. *

5%

Coordinates the development and production of dance performances. *

5%

Attends HCD and Dance Department events, performances, meetings and other school activities to demonstrate support for the HCD program and its students.

5%

Identifies performance and educational opportunities as well as assists in the development of HCD programs as necessary and appropriate. *

5%

Teaches collegiate dance classes as necessary and appropriate.

5%

Prepares choreography as necessary and appropriate.

5%

Performs other related duties as assigned.

* Indicates an "essential" job function.

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### WORKING CONDITIONS

- Normal office situation.

### PHYSICAL EFFORT

- Intermittently sitting, standing, stooping.
- Requires good near or distant vision.
- Using equipment requiring high dexterity.
- Requires good hearing.

### KEY JOB REQUIREMENTS

<table>
<thead>
<tr>
<th><strong>Formal Education:</strong></th>
<th>Bachelor's of Fine Arts Degree in dance or comparable training. Possesses teaching, performing and choreography experience in a professional caliber dance academy/company.</th>
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<tbody>
<tr>
<td><strong>Work Experience:</strong></td>
<td>5 years to &lt; 7 years.</td>
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<td><strong>Impact of Actions:</strong></td>
<td>Makes recommendations or decisions which usually affect the entire department.</td>
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<td><strong>Complexity:</strong></td>
<td>Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.</td>
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<tr>
<td><strong>Decision Making:</strong></td>
<td>Analytic: Supervisor is available to establish broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.</td>
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<tr>
<td><strong>Internal Communication:</strong></td>
<td>Requires regular contacts with internal persons of importance and influence. Involving considerable tact, discretion and persuasion in obtaining the cooperation of others. Requires the handling of delicate relationships and complex situations.</td>
</tr>
<tr>
<td><strong>External Communication:</strong></td>
<td>Requires regular external contacts to discuss issues of moderate importance and to respond to inquiries. Occasionally requires contacts with the public involving the enforcement of regulations, policies and procedures.</td>
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<tr>
<td><strong>Customer Relations:</strong></td>
<td>Contact with customers involves providing service in person to resolve serious complaints, maintain key relationships, make significant adjustments, handle high profile meetings or deal with very sensitive relations.</td>
</tr>
<tr>
<td><strong>Managerial Skills:</strong></td>
<td>Has responsibility or authority which is limited to the direction of temporary or student workers.</td>
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<td><strong>Knowledge &amp; Skills:</strong></td>
<td>Professional Skills: Requires knowledge of theories and practices of a professional field. This level of skill is typically reserved for an individual with a four-year degree, or a high-level vocational skill demonstrated by a number of years of on-the-position experience (i.e., management).Writes reports using technical data requiring considerable interpretation, developing new methods and procedures. Frequently applies knowledge to practical issues and problems.</td>
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<tr>
<td><strong>Special Skills:</strong></td>
<td>The ability to work effectively with diverse groups.</td>
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