



**Dance Teachers x 2  
Permanent Part Time  
10 hours per week per genre**

Due to expansion Mildura Ballet and Dance Guild Inc. is recruiting in the following genres and will consider one teacher with the ability to cover both genres:

- Classical Ballet Teacher 10 hours per week.
- Hip Hop/Jazz Teacher 10 hours per week.
- Potential additional leave relief hours.
- Opportunities also exist for other dance related work within the area.

The Mildura Ballet and Dance Guild Inc. offers:

- Well established dance school, commenced in 1959 with 370 current student enrolments.
- Annual professional production, eisteddfods and workshops.
- Supportive of professional development.
- Excellent remuneration based on experience.
- Relocation cost contribution if applicable.

**Enquires and written applications to:**

Jo Cottrell  
President, Mildura Ballet and Dance Guild Inc.  
6 Bothroyd Court  
Mildura, VIC, 3500  
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www.milduraballetanddance.com.au  
+61 438 236 539

Closing Date: Monday 15th June 2015 5pm

## POSITION DESCRIPTION

### KEY RESPONSIBILITIES AND DUTIES

The teacher employed shall:

- Be responsible for the preparation of lessons and instruction of the Guild's students in all facets of the genre they are teaching in.
- Supervise the Student Teachers assisting with the running of classes. Provide guidance and/or instruction as to the class dance format to be taught with in the classes.
- Support the preparation of students for and provide adequate tuition for various examinations, performances and competitions.
- Support the organisation and preparation of costumes and props required for performances
- Undertake any duty that may be reasonably required to assist with the Guild's dance operations.
- Conduct him/herself with due decorum and act properly in carrying out the duties.
- Promote the aims and objectives of the Guild.
- Assisting the Guild committee of management and other teachers in the organisation of students within classes.
- Preparing Student Roll and maintaining a current attendance record to be readily available.
- Advise the Administration Officer of student movement from one class to another immediately, to enable class lists to remain current.
- Recording all hours worked on timesheets to be submitted to the Administration Officer each week.

The Guild supports its teachers with their endeavour for ongoing education and training in dance related courses and workshops and through attaining suitable materials and resources such as syllabi to support teaching in classrooms.