

## **Frequent Flyers® Aerial Dance Director of Education Programs**

Frequent Flyers® is the world's flagship non-profit aerial dance organization based in Boulder, Colorado. Our mission: to create and promote the magic of aerial dance through performance and education. Our vision: to help people to see the world from a new perspective through experiencing the upside-down realm of aerial dance. We believe this expanded consciousness helps people to maximize their creative potential, which in turn provides the fertile ground for these problem-solvers to address issues, create new opportunities and solve problems in our community and beyond.

Frequent Flyers is seeking a Director of Education Programs, who is responsible for developing and managing Frequent Flyers' education programming.

The Education Department includes Community Classes, Camps, the Professional Training Program and Kids Who Fly. The Education Director reports to the Business Manager, collaborates with the Director of Performance, and works with the Board of Directors on matters of Mission, Vision, and Pedagogy. The Education Director will work collaboratively and respectfully with other Frequent Flyers® staff, Student Company Manager, Rigging Manager, and contractors.

The position is a full-time, exempt position of approximately 40 hours per week. It comprises mostly administrative work. Benefits include a health insurance stipend, paid holidays, sick leave and PTO as outlined in the Employee Handbook. Hours flexible, but include evening hours and some weekends. The nature of the job requires that all staff work outside of their job descriptions at times and are willing to work as a collaborative team towards our mission and goals.

### **Responsibilities include, but are not limited to:**

- \* Develop an Education Program Plan with goals for each program as informed by mission and vision of FFP
- \* Evaluate and report on programs monthly to the Board of Directors
- \* Contribute to annual data tracking and historical documentation
- \* Manage scholarship programs
- \* Develop data metrics and collect data via tracking systems for grant needs
- \* Seek opportunities for Frequent Flyers' offsite programs
- \* Sign legal documents pertaining to Education Programs
- \* Ensure all contracts and paperwork for each school with whom we collaborate are updated and executed
- \* Hire and manage graphic designers and other contractors as necessary
- \* Build classes and register students in MindBody Online and maintain a working

knowledge of the software

- \* Organize and contribute to community events
- \* Help organize and contribute to rigging inspections
- \* Supervise Outreach Manager
- \* Hire and manage teachers
- \* Schedule classes and teachers for classes
- \* Create class and camp schedules
- \* Manage community class and camp students
- \* Manage Department of Professional Occupational Schools (DPOS) Certification
- \* Support Aerial Dance Festival (ADF) needs as they arise
- \* Collaborate with Director of Performance Programs to build educational programming
- \* Contribute to various organizational needs as they arise

### **Requirements**

- Knowledge of and a deep interest in aerial dance
- Be an aerial instructor with a minimum of 3-years experience teaching aerial
- At least 1 year experience rigging for aerial activities, including proven coursework and study of aerial rigging; advanced experience and coursework preferred
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment
- Be detail-oriented, organized, and possess the ability to manage many tasks at once
- Must be able to work independently, possess skills in creative problem solving and critical thinking, be proactive, and consistently meet deadlines
- Excellent communication skills, including oral, written and editing skills
- Strong interpersonal skills, including the ability to work with the Board of Directors, teachers, students and performers
- Flexibility to work with new ideas and program development
- Must possess proven skills in use of Microsoft Office and Internet
- Experience using MindBody software, and Google products is preferred

Salary DOE: \$40-50,000/yr

Send resume and cover letter to: [jobs@frequentflyers.org](mailto:jobs@frequentflyers.org)

Info: [frequentflyers.org](http://frequentflyers.org)