



Summary

Job Title
Dance Ministry Overseer (Part-time)

Department
Arts Ministry

Oversees, Plans, and Formulates the vision for movement ministries of OBF.

Reports To: Executive Director of Administration

WORK SCHEDULE/REMOTE WORK

Must be able to work flexible work hours REMOTE and WEEKENDS.

Total Work Hour Range (15hrs-20hrs) per week

Key Responsibilities

RESULTS

General	50%
(1) Direct rehearsals to instruct dancers in how to use dance steps, and in techniques to achieve desired effects.	
(2) Approve music/routines of various movement ministries.	
(3) Seek influences from other art forms such as theater, the visual arts, and architecture.	
(4) Experiment with different types of dancers, steps, dances, and placements, testing ideas informally to get feedback from dancers.	
(5) Develop ideas for creating dances, keeping notes and sketches to record influences.	
(6) Read and study story lines and musical scores to determine how to translate ideas and moods into dance movements.	
(7) Direct and stage dance presentations for various forms of entertainment.	
(8) Audition performers for one or more dance parts.	
(9) Coordinate production music with music directors.	
(10) Design sets, lighting, costumes, and other artistic elements of productions, in collaboration with cast members.	
(11) Restage traditional dances and works in dance companies' repertoires, developing new interpretations.	

Training	50%
(1) Assess students' dancing abilities to determine where improvement or change is needed.	
(2) Train, exercise, and attend dance classes to maintain high levels of technical proficiency, physical ability, and physical fitness.	
(3) Advise dancers on how to stand and move properly, teaching correct dance techniques to help prevent injuries.	
(4) Teach students, dancers, and other performers about rhythm and interpretive movement.	
Total	100%
CORE VALUES	
Quality/Quantity of Work	20%
Demonstrates accuracy and attention to details	
Completes assignments on-time and in alignment with specifications/directions	
Job Knowledge	20%
Displays a high degree of expertise in their areas of job responsibility	
Demonstrates a desire to learn and apply new knowledge to their job	
Seeks out and uses new technology to improve the effectiveness of their work	
Attitude	20%
Models professionalism and contributes to a positive, productive working environment	
Accepts feedback from others and uses that feedback to improve their performance	
Demonstrates composure in stressful situations	
Attendance and Punctuality	20%
Is available when needed to Assist with non-routine Assignments	
Shows up to work on time and maintains regular attendance	
Organizational Buy In	20%
Displays a strong commitment to helping grow and achieve the vision of our ministry	
Displays leadership qualities when presented the opportunity to lead	
Working toward meeting assigned departmental goals	
Total	100%

Requirements

ESSENTIAL JOB FUNCTIONS

- Must have the ability to design, plan, and have creative vision of dances for individual dancers, dance ministries, musical theatre presentations, and special events, for dancers ranging from beginners to professionals.

MINIMUM QUALIFICATIONS

- Preferred but not required Bachelor's degree in Arts, Fine Arts or Related Field.
- Technical experience in dance, or choreography.

KNOWLEDGE, SKILLS, AND ABILITIES

Fine Arts — Knowledge of the theory and techniques required to compose, produce, and perform works

of music, dance, visual arts, drama, and sculpture.

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Instructing — Teaching others how to do something.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Speaking — Talking to others to convey information effectively.

Coordination — Adjusting actions in relation to others' actions.

Gross Body Coordination — The ability to coordinate the movement of your arms, legs, and torso together when the whole body is in motion.

Fluency of Ideas — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).

Originality — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.

Dynamic Flexibility — The ability to quickly and repeatedly bend, stretch, twist, or reach out with your body, arms, and/or legs.

Trunk Strength — The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.

Stamina — The ability to exert yourself physically over long periods of time without getting winded or out of breath.

Multilimb Coordination — The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.

PHYSICAL DEMANDS The employee occasionally lifts or moves objects of a light to medium weight. The ability to hear and understand at a normal conversational level is required. Work is typically performed in an office environment with intermittent sitting, standing, or walking in various settings. Full range of hand and finger motion is required for playing musical instruments.

SALARY/BENEFITS Salary is commensurate with education and work experience. Benefits include 12 ministry holidays, personal, annual and sick leave, and 401(K) option.

TERMS OF EMPLOYMENT EMPLOYMENT CONTINGENT UPON SUCCESSFUL COMPLETION OF A BACKGROUND INVESTIGATION, FUNDING AND ALLOCATION OF POSITION IN ACCORDANCE WITH OVERCOMING BY FAITH'S APPROVED CALENDAR SCHEDULE APPROPRIATE TO THE POSITION HELD. CONTINUED EDUCATION CLASSES WILL NEED TO BE TAKEN PERIODICALLY IN ORDER TO MEET THE GROWING NEEDS OF OVERCOMING BY FAITH.

Workplace Code of Conduct

You share the responsibility of promoting and maintaining our image both as a member and an employee of OBFM. Our success as a ministry depends in part upon the image we project to persons who have not had the opportunity to hear or see the Word of God being taught and put into practice. We will continue to attract people to Jesus Christ only if our manner of living reflects a godly life. There are certain rules that apply both on and off the job site.

EMPLOYMENT AT OBF REQUIRES THE UNDERSTANDING THAT ALL STAFF MEMBERS ARE EXPECTED TO LIVE AND WORK IN A MANNER IN ACCORDANCE TO THE BIBLE, AND OBF'S STATEMENT OF FAITH, CONSTITUTION, BYLAWS, AND WRITTEN DOCTRINES.

Violations to these rules may lead to disciplinary actions and or termination from your position.