



JOIN OUR TEAM!

T&V is GROWING. And, we are looking for motivated, passionate arts educators and administrators to help us serve our students and families.

About Town & Village

For over 50 years, Town & Village has been shaping lives through the medium of the performing arts. Our mission is to give our students a sense of belonging to something larger than themselves, so that they can make a positive impact on the world.

We teach more than dance and music. It is actually *via* these mediums that we teach larger life lessons - including respect, responsibility, integrity, confidence, creativity, empathy and teamwork. Our goal is to help all of our students find their voice, their strength and their passions in life. We aim to help create the future of our community and our world, by empowering our youth to discover a love of learning and of leadership. We do all of this in a positive and nurturing environment, which is often described as a "family." We hope to instill a love of the arts for our future generations, by having fun with the classical techniques and embracing contemporary genres.

We highly value our team, as they are the ones who carry out this purpose on a daily basis. Through open-door communication, efficiency and encouragement of personal growth, we encourage our team to continue their growth as artists, teachers, administrators, dream-makers and world-changers.

Currently seeking:

(Full Job Descriptions below)

Full-Time Position:

Teaching Faculty (Early Childhood-Advanced Dance, all genres)/Administrative Assistant

Part-Time Positions:

Teaching Faculty - Pre School/Early Childhood Specialist

Teaching Faculty - Ballet Specialist

Teaching Faculty - Dance Specialist (all genres)

**ALL CANDIDATES SHOULD POSSESS THE FOLLOWING
ATTRIBUTES TO SUCCESS:**

We are seeking positive, organized, detail-oriented, team players who thrive on striving for excellence. To be successful in these roles you must demonstrate that you have:

- A true desire to walk in the mission of Town & Village. We seek excellence in every aspect of our business. We seek to provide excellent customer service and create ease for our clients. We seek to create a positive working atmosphere for our team, where their needs are being met. We seek to care about each student and their experience at Town & Village. We seek to change the world, one student at a time.
- A desire to provide above-and-beyond student instruction and/or customer service. Classes are taught with technique, planning and care with the goal of meeting student needs being the first priority. Clients (students and parents) receive efficient, friendly service at all times. From personalized, detailed email communication to phone-call follow-ups, to face-to-face service, we strive to make every client feel valued and every student feel special.
- A team-player mentality. We know our success rides on the efforts and talents of our team. When we work together, and in support of each other, magic happens!
- An ability to problem-solve. Sometimes it may be solving a problem when the Executive Team is not available by relying on personal good judgment as well as training received from the Executive Team. Sometimes, it may be working with the Executive Team to find a new or different solution to a current problem.
- Fantastic communication skills. A good portion of these positions revolves around communication - both written and verbal. Communication must be pleasant and positive, at all times - as well as efficient, timely and informative. You are kind, compassionate, enthusiastic and inclusive and enjoy connecting with the clients and students.
- Initiative. You have a great ability to think outside the box and figure things out to creatively solve problems independently. In a small business, we must act swiftly and

address challenges head-on. Your ability to think and act quickly to get back on track, or better still onto an improved track, is essential.

- Good tech skills. For Administrative Positions: You will need to be able to get across a variety of platforms quickly including organizational apps Jackrabbit Dance Software, MailChimp email marketing software, Google Drive, Canva and more. For Faculty Positions: We frequently use Google Drive as well as other organizational software for communication.
- An eye for detail and a love of organization. From email communication to spreadsheets and beyond, it is imperative that you have a thorough double-checking process and an attention to detail. Thorough work and timely completion of tasks is essential.
- A passion for excellence. You go above and beyond on tasks and hold yourself to a high standard of excellence. You are able to identify gaps and act quickly to resolve them.
- Ability to prioritize and get things done. You are a powerful planner and super productive.
- The ability to be a Fast Learner/Multi-tasker - much of the training will be on-the-job and as we go, with new projects
- A passion for the arts and people. As we are a performing arts school, a passion for the arts, culture and most importantly people is essential.

TO APPLY:

Town & Village is growing and always has many projects on the go and in the pipeline all while we run multiple regular programs in our newly expanded location. We're looking for long term team members to grow with us and create growth within the company. Opportunities for growth are available depending on performance and results.

Please see all job descriptions below. If this feels like an opportunity that would bring you happiness, fulfillment and growth, please complete the application at the link below.

[CLICK HERE TO APPLY](#)

FULL-TIME POSITION:

Teaching Faculty (Early Childhood-Advanced Dance, all genres)/Administrative Assistant

Full-Time

Long-term, with potential for growth

Purpose of Teaching Faculty (Early Childhood-Advanced Dance)/Administrative Assistant Position

We are seeking an exceptional and committed Arts Educator and Administrator who is looking to grow, and who is passionate about teaching the craft of dance as well as assisting with studio

administrative duties. This well-rounded individual is excited by crafting and carrying out creative and educational lesson plans in all genres and levels of dance and is also excited by working within administrative and organizational structures that help the entire studio to thrive. Our ideal candidate is creative, proactive, responsible, organized, efficient, and an outstanding communicator and a dedicated team player. Arts Administration or Dance Degree a plus.

This Full-Time Team member will have both teaching and administrative responsibilities, and will report directly to and collaborate with the Executive and Administrative Teams on a daily basis to help carry out studio operations. As a member of the Dance Faculty, this individual will ideally be excited about teaching all levels and genres of dance. (Levels include Early Childhood (ages 2-3) through Advanced (ages 17-20); Genres include Ballet, Jazz (including Lyrical and Contemporary), and Tap. (Hip-Hop and/or Acro/Tumbling experience is a plus, but not required.) As an Administrative Assistant, they will support the work of the Executive Team by handling communication to both clients/students and team, organizing and leading specific projects, and providing excellent customer service.

Responsibilities

(including, but not limited to:)

- Teaching a weekly schedule of dance classes (ranging in level and genre) (Typically Monday-Thursday 4:00-9:00pm and Sundays 1:00-7:00pm, September - April (summer teaching schedule will be lighter)
- Prepared to sub as needed for other Dance Faculty, during hours when not regularly teaching
- Front Desk administrative duties on on non-teaching days and as a sub
- Email communication for clients/students and team
- Assisting with marketing and social media management
- Assisting with data processing and reporting
- Assisting with billing and payment processing
- Assisting with costume/apparel order management
- Assisting with event management (including Recitals, Company Performances and Competitions)
- Innovate - as we constantly strive to improve the company, coming up with new ideas to increase efficiency, organization and productivity
- Assist Executive Team with current and future projects

Outcomes and How Your Success Will Be Measured

In this role, you will:

- Report directly to the Executive Team and will work closely with the Administrative Team and Teaching Faculty, to assist in ensuring that all operations run smoothly and on schedule.
- Attend regular meetings and team trainings, both online or in person, to pass on key messaging, maintain task lists and create detailed precision for all projects.

- Help communicate our message and mission via social media, outreach and external marketing
- Exceed client expectation with above-and-beyond service and communication
- Approach all aspects of responsibilities above with positive and energetic disposition, achieving on time results
- Attend twice yearly 1:1 Meetings with the Executive Team to discuss progress and future growth

Details:

Start Date: August 2023

Location: Town & Village (4239 Lexington Road, Paris, KY 40361)

Some administrative hours may be negotiated as work from home, however some will also be hands on, in the Studio. All teaching takes place in this location.

Rate: TBD, commensurate with experience/education

Type of Employment: Full-Time

Total: 40 hours per week

PART-TIME POSITIONS:

Teaching Faculty - Pre School/Early Childhood Position Description

Part-Time (September-May)

Long-term, with potential for growth

Purpose of Teaching Faculty - Pre School/Early Childhood Position

We are looking for an exceptional and committed Early Childhood Specialist who is passionate about teaching this craft and technique to our youngest students. Our ideal candidate is responsible, organized, efficient, proactive, a creative thinker and an outstanding communicator and a dedicated team player. Creativity and a sense of play is a must! Ability to connect to young children and share the magic of movement and music is essential! Dance, Music, Theatre or Education Degree and/or relevant professional experience is a plus.

Our Teaching Faculty have a regular weekly schedule at our location in Paris, Kentucky from September - May. Early Childhood Classes are typically Monday-Thursday 4:00-7:00pm. Faculty also create choreography for our annual Spring Recital, including selection of music and costume. Summer Teaching and additional choreography for our Honor Company Performance group may be available as a future growth opportunity.

Responsibilities

(including, but not limited to:)

- Teaching a weekly schedule of dance classes to students of all ages.
- Careful lesson planning and preparation for all classes.
- Choreography for Spring Recital, along with associated music and costume selection
- Assistance with additional studio events, as needed

Outcomes and How Your Success Will Be Measured

In this role, you will:

- Report directly to the Executive Team and Administrative Team
- Attend regular meetings and team trainings, both online or in person, as part of our Faculty Continuing Education and team collaboration.
- Communicate via Slack and Google Drive with Executive and Administrative Teams in all organizational aspects of class planning/choreography/recital planning.
- Approach all aspects of responsibilities above with positive and energetic disposition, achieving on time results
- Attend twice yearly 1:1 Meetings with the Executive Team to discuss progress and future growth

Details:

Start Date: Training begins August 2023; Classes begin September 2023

Location: Town & Village (4239 Lexington Road, Paris, KY 40361)

Teaching Faculty - Ballet Specialist Position Description

Part-Time (September-May)

Long-term, with potential for growth

Purpose of Teaching Faculty - Ballet Specialist Position

We are looking for an exceptional and committed Ballet Specialist who is passionate about teaching this craft and technique to students of all ages. Our ideal candidate is responsible, organized, efficient, proactive, a creative thinker and an outstanding communicator and a dedicated team player. Extensive training in classical ballet technique required. Dance Degree or relevant professional experience is a plus.

Our Teaching Faculty have a regular weekly schedule at our location in Paris, Kentucky from September - May. Classes are typically Monday-Thursday 4:00-9:00pm. Faculty also create choreography for our annual Spring Recital, including selection of music and costume. Summer Teaching and additional choreography for our Honor Company Performance group may be available as a future growth opportunity.

Responsibilities

(including, but not limited to:)

- Teaching a weekly schedule of ballet classes to students of all ages.
- Careful lesson planning and preparation for all classes.
- Choreography for Spring Recital, along with associated music and costume selection
- Assistance with additional studio events, as needed

Outcomes and How Your Success Will Be Measured

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Details:

Start Date: Training begins August 2023; Classes begin September 2023

Location: Town & Village (4239 Lexington Road, Paris, KY 40361)

Rate: TBD, commensurate with experience/education

Type of Employment: Part-Time (schedule will be specific hours, in the range of Monday-Thursday from 4:00-9:00pm)

Total: 5-10 hours per week

Teaching Faculty - Dance Specialist (all genres) Position Description

Part-Time (September-May)

Long-term, with potential for growth

Purpose of Teaching Faculty - Dance Specialist (all genres) Position

We are looking for an exceptional and committed Dance Specialist who is passionate about teaching this craft and technique to students of all ages. Genres taught at Town & Village include Ballet, Jazz (including Contemporary and Lyrical), and Tap; Hip-Hop and/or Acro/Tumbling teaching experience is a plus. This position will likely have multiple classes with

our Early Childhood Students (ages 2-6.) Our ideal candidate enjoys working with this age group and brings creativity, magic and fun to the classroom. Our ideal candidate is responsible, organized, efficient, proactive, a creative thinker and an outstanding communicator and a dedicated team player. Extensive training in multiple genres of dance required. Dance Degree or relevant professional experience is a plus.

Our Teaching Faculty have a regular weekly schedule at our location in Paris, Kentucky from September - May. Classes are typically Monday-Thursday 4:00-9:00pm. Faculty also create choreography for our annual Spring Recital, including selection of music and costume. Summer Teaching and additional choreography for our Honor Company Performance group may be available as a future growth opportunity.

Responsibilities

(including, but not limited to:)

- Teaching a weekly schedule of dance classes to students of all ages.
- Careful lesson planning and preparation for all classes.
- Choreography for Spring Recital, along with associated music and costume selection
- Assistance with additional studio events, as needed

Outcomes and How Your Success Will Be Measured

In this role, you will:

- Report directly to the Executive Team and Administrative Team
- Attend regular meetings and team trainings, both online or in person, as part of our Faculty continuing education and team collaboration.
- Communicate via Slack and Google Drive with Executive and Administrative Teams in all organizational aspects of class planning/choreography/recital planning.
- Approach all aspects of responsibilities above with positive and energetic disposition, achieving on time results
- Attend twice yearly 1:1 Meetings with the Executive Team to discuss progress and future growth

Details:

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Rate: TBD, commensurate with experience/education

Type of Employment: Part-Time (schedule will be specific hours, in the range of Monday-Thursday from 4:00-9:00pm)

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