

**Summer Independent Job Description (Choreographer)**

<b>Job Title:</b> Choreographer
<b>Reports to:</b> Summer Independent Production Manager
<b>Supervisor:</b> KIDSTAGE Production Manager

**Position Overview:**

The Choreographer is responsible for the dance execution within the production, in line with the KIDSTAGE Mission and Philosophy. They work with the Director and Music Director to present a program that encourages young artists to develop their potential and foster their appreciation of live theatre. They create original choreography, teach and notate dance steps and formations, clean dance combinations, teach students techniques and dance steps, and run daily fitness conditioning warm-ups with actors.

Choreographers are experienced dancers, patient teachers, clear communicators, and able to visualize stage pictures and movement.

**Principal Duties and Responsibilities:**

- Create and implement choreography for the show, including teaching all dance steps to performers
- Work collaboratively with the Director/Designers to fulfill the vision/concept of the production
- Work with Director/Music Director to integrate choreography into the production
- Empower and motivate participants to perform on stage and off to the best of their capabilities
- Set an example of professional behavior in rehearsal and in performance that teaches harmonious relationships and teamwork, centered on the purpose of creating a successful production
- Assist Director, Music Director, and Stage Manager in creating weekly schedule.
- Assist with flow of communication
- Check email on a regular and consistent basis, and respond to emails in a timely manner
- Attend all scheduled rehearsals, production meetings, and technical rehearsals
- Demonstrate professional behavior and respect for others at all times
- Report all incidents and emergencies to KIDSTAGE staff
- Communicate and enforce KIDSTAGE Expectations of Behavior.

**Education and/or Equivalent Experience Preferred:**

- Pursuit or intent to pursue an undergraduate degree in dance, choreography or related field
- Working knowledge of a variety of dance stylings, including and extending beyond Musical theatre
- One or more shows assisting in choreography or choreographing

**Physical Ability:**

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards

**Other Skills, Ability and/or Knowledge:**

- Working knowledge of professional theatre producing practices and personnel management
- Proficient in programs including but not limited to Word, and Dropbox
- Ability to manage shifting and competing priorities
- Exercise good judgment and discretion
- Flexibility in projects and schedules
- Attention to detail
- Strong organizational skills
- Ability to execute projects efficiently and according to schedule
- Ability to work independently and to maintain a positive work atmosphere
- Work schedule varies and includes evening and weekend hours
- Calm and professional demeanor, sense of humor encouraged

**Supervisory Responsibilities:**

- Supervise and advise the Assistant Choreographer
- Supervise the Dance Captain

**Supervisor  
Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student  
Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*