



Dance Teacher Job Information Pack

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The job opportunities

Welcome to Dragonfly Dance, where passion meets opportunity!

We're currently seeking a dance teacher to cover a temporary leave for at least a month, teaching jazz and tap one night a week (Wednesdays), three hours each night (6-9pm).

But that's not all—we're also expanding our team of substitute teachers, and we want you to be part of it!

As a substitute teacher, you'll be our go-to person for filling in when teachers are on leave or for any emergency fill-ins. But here's the exciting part: being in our substitute pool opens doors to more than just short-term gigs. When we're looking to recruit teachers for ongoing positions, we'll turn to our substitute pool first, offering you opportunities to become a valued member of our teaching community.

We believe in investing in our teachers, which is why members of our substitute team will have access to in-house training and invitations to participate in additional dance events beyond our regular weekly teaching schedule. This isn't just about filling in; it's about growing and thriving together.

We understand that the information pack may seem extensive, but that's a testament to our dedication to creating an exceptional experience for our dancers and providing our teachers with a platform for career growth and numerous opportunities. So, dive in, get to know us better, and let's dance into this exciting journey together!

Application closing date

There is no application closing date at this stage.

We need to fill the vacancy left by our teacher is on leave immediately, and we will continue to accept applications for people to join our pool of substitute teachers.

About Dragonfly Dance

Dragonfly Dance is the premier dance studio for adult dancers in Adelaide.

Founded in 2004, we believe in lifelong dance, and offer dance classes and performance opportunities for adults of all ages.

Brief history

Dragonfly Dance began in 2004 as Move Through Life. Initially, we were a project-based contemporary dance performance group. In 2010 we started offering classes as well, starting with a company class for our performance group, and growing to seven classes a week in contemporary, ballet, and jazz.

In late 2015, we began expanding our dance class program and now offer over 30 classes per week. In May 2016 we disbanded the performance group, but restarted it in 2021. In addition, we began offering performance opportunities for our students in 2018.

For the first part of our existence we hired halls by the hour, but moved into our own full time studio in mid 2022. In 2024, we began offering adult dance intensives.

Our philosophy

Dragonfly Dance is underpinned by the belief that dance is a fundamental part of being human, and that it doesn't matter way age you are, dance can enrich your life. We are dedicated to providing opportunities to dance for adults of all ages. We take you seriously, regardless of how many years you've lived and whatever your starting point is. We meet you where you are, and encourage you to spread your wings and fly.

Vision

A world where any adult who wants to can identify as a dancer, because they dance.

Mission

To create opportunities for adult dancers to pursue and fulfil their dance dreams and aspirations.

Purpose

To address the yearning to dance that many adults experience, and to do it in a way that makes them feel as if they have come home, as if they belong, as if dancing is a perfectly nature and legitimate thing for them to be doing. To encourage them to have dreams and aspirations and to support them in fulfilling them, and to help break down the barriers that keep them from dancing.

Values

Belonging and connection
Kindness and encouragement
Acceptance/celebration of all bodies
Courage, imagination and creativity
Joy and wellbeing
Commitment, courtesy, and respect

How We Operate at Dragonfly Dance

At Dragonfly Dance, we're all about spreading joy, fostering belonging, building a vibrant community, and promoting wellbeing through dance. But hey, we're also a serious business, and that's awesome news for our team! It means you can count on being taken care of, supported, and paid fairly and promptly.

We want you to know that while we're all about the good vibes, we also take our roles and responsibilities seriously. That means we expect our teachers to be fully aware of what's required in their role and to commit to it wholeheartedly. This includes following our syllabus, actively participating in team meetings, and embracing the professionalism that comes with being part of our dance family.

Don't worry, though—it's not about being stiff or formal. We value warmth, friendliness, and a genuine passion for dance and teaching above all else. So, if you're ready to bring your A-game, be part of a supportive team, and make magic happen on the dance floor, you're in the right place!

About the role

Who we're looking for

We're on the hunt for dance teachers who bring their experience in ballet, jazz, tap, or contemporary (mixing it up with two or more styles is fantastic!).

If you're someone who lives and breathes dance, loves teaching, enjoys connecting with people, and believes that dance should bring joy to everyone, regardless of age, then you're exactly who we're looking for!

What a typical day might look like:

Imagine yourself teaching energising classes, ensuring that:

- the studio runs smoothly by opening or closing it,
- warmly welcoming students,
- capturing moments for our social media family,
- fostering a supportive and friendly atmosphere in class, and
- helping students discover the magic of dance while improving their skills.

This job could be a great fit if:

Making a positive impact through dance lights you up, and you:

- thrive in a dynamic studio community,
- are passionate about making dance accessible and enjoyable for adults of all ages and body types,
- understand that creating a great experience for students is key,
- are great at building connections and relationships,
- can cater to dancers at different skill levels,
- value the behind-the-scenes work that keeps things running smoothly, and
- are excited to contribute to making our studio a fantastic place for adult dancers.

This job might not align with you if you:

- prefer to avoid administrative tasks or interactions beyond teaching
- hold rigid beliefs about what a "dancer's body" should look like, or
- prioritise competition over collaboration in the dance world.

To nail this opportunity, you'll need to:

- demonstrate your ability to teach according to a structured syllabus
- showcase your skills in ballet, jazz, tap, or contemporary dance styles
- bring teaching experience or relevant qualifications to the table
- excel in interpersonal communication
- enjoy working as part of a team, not a lone practitioner
- be available for and committed to attending team meetings and training sessions (we pay you, of course!), and
- have a knack for effective communication.

How to apply

First things first

We want you to get to know us a bit better. Take a moment to dive into our information pack and browse through our website. Understanding who we are and what we're about will give you a leg up when you apply—it's like knowing the dance before you hit the stage!

Application Steps

Do your research

Read through our information pack and explore our website to grasp our studio's vibe and mission. We appreciate candidates who take the time to understand us before applying.

Written Application

Craft a cover letter and share your CV with a focus on your teaching experience (performances are great too, but we're more interested in your teaching journey). Include three referees who can speak to your teaching prowess.

Interview

If your application catches our eye, we'll invite you for a chat. This is our chance to get to know you better and for you to learn more about us.

Trial Class

Show us your teaching magic in action! You'll have the opportunity to lead a trial class (paid, of course), allowing us to see how you engage with students and deliver your expertise.

Referee Check

We'll touch base with your referees to get their perspective on your teaching style, professionalism, and overall fit for our team.

Offer and agreement

If it all pans out, we'll phone you to offer you a position. If you accept, we'll send you a written agreement. Once you send that back, it's official. We'll then arrange a time for an induction and a start date.

Additional Notes:

We're also looking for fill-in teachers, especially someone who can step in for our jazz/tap classes while one of our teachers is on a temporary leave due to injury. If things go smoothly during this period, there may be an opportunity for a longer-term role.

Keep in mind that ongoing positions often go to teachers who have already worked with us as substitutes or guest instructors. It's not just about a single opportunity—it's about building a lasting relationship.

We understand that this may seem like a formal process, but we're here to support you every step of the way. Our goal is to find passionate and dedicated teachers who resonate with our studio's values and mission. Let's dance into this journey together!

Job description

Role

To teach dance classes in accordance with the Dragonfly Dance teaching method (including the class format, syllabus, and teaching methodology) and contribute to the attraction and retention of clients by helping them to:

- develop their dance skills and knowledge
- fuel their passion for dance
- discover their 'third place' (a third place is somewhere other than home or work that contributes to a life worth living, that grounds, supports, and restores us, that give us an identity, and allows us to be us).

Relationships

Report to Director of Dance

Liaise with the Client Relationship Team, other teachers, and potential and existing clients

Primary position objectives

To deliver high-quality dance classes in accordance with the Dragonfly Dance teaching method, that results in engaged, satisfied and continuing clients.

Position Competencies

- Knowledge and understanding of safe dance practice
- Experience in teaching adult dancers at a range of levels and ages
- Recognised qualifications in dance teaching or dance technique
- Ability to teach the Dragonfly Dance teaching method relevant to the dance style and class level you are teaching
- Ability to plan, implement and evaluate dance classes
- Sound communication and interpersonal skills
- Registered ABN
- First Aid Qualifications

Responsibilities

Teaching

- Plan and deliver dance classes that offer the opportunity for progression for all class participants
- Teach classes using the Dragonfly Dance teaching method to ensure consistency across all classes
- Create a welcoming and supportive atmosphere to new and existing clients
- Contribute to the development and review of students in class regarding progression and appropriateness of the class level
- Ensure your classes adhere to the principles of safe dance practice (including warm up, cool down, asking participants if they have any injuries before commencing class, adapting exercises to the age and physical abilities of participants, responding to any injuries incurred in class using the RICER (rest, ice, compress, elevate, refer) method
- Liaise with other teachers who cover your classes when you are not available to provide continuity and progression for participants throughout the year
- Submit a term plan (using the template provided) showing progress against the syllabus, listing focus, goals, objectives, and strategies for the term.

- Participate in teacher discussions with directors and other teachers of Dragonfly Dance studio on outcomes of the term class compared to the provided term plan.

Business operations

In order to contribute to smooth business operations and a fantastic client experience:

- Use the online booking system mobile app or website to 'check in' participants, check they have pre-booked and paid
- Open and close the venue (unless advised otherwise) and advise Dragonfly Dance of any problems with the venue
- Respond to communications from Dragonfly Dance within 24 hours on weekdays, or by 5pm Monday if contacted on a weekend
- Contribute to administration by giving out, collecting, and forwarding paperwork such as registration forms, welcome packs, membership forms, injury/incident forms, advising when supplies are running low
- Contribute to the promotion and marketing of classes to the wider community, as required.
- Understand and adhere to the policies and procedures of Dragonfly Dance

Engagement and Retention

- Create an environment where all class participants, whether they are members of Dragonfly Dance or casual attenders, feel welcome, comfortable, confident, and important
- Provide information, advice and encouragement about the benefits and cost of Dragonfly Dance membership to new participants
- Help all participants to progress on their dance journey by offering feedback and offering variety and progression in your classes

Culture and Team Development

- Attend and participate in quarterly team meetings
- Respond promptly (within 24 hours when possible) to other communications (phone, Facebook message, SMS, or email)
- Adhere to Dragonfly Dance policies and procedures
- Participate in performance review process
- Actively contribute to a culture where all clients and team members feel welcome, accepted, and part of a warm and supportive community.