

Associate Director of AileyCamp - Cal Performances
(4134U) 47612
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=226151>

Downloaded On: May. 8, 2024 4:45am

Posted Nov. 22, 2023, set to expire Jun. 30, 2024

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| Job Title | Associate Director of AileyCamp - Cal Performances (4134U) 47612 |
| Department | |
| Institution | University of California, Berkeley Berkeley, California |
| Date Posted | Nov. 22, 2023 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Associate/Assistant Director |
| Academic Field(s) | Educational Services Athletics and Recreation Services Arts/Museum/Theater |
| Apply Online Here | https://apptrkr.com/4812751 |

Apply By Email

Job Description

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About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

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The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and [our Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

Cal Performances presents and produces outstanding artists from the Bay Area, the United States, and around the world in performances and community programs that promote excellence, innovation, diversity, education, and community involvement, with the fundamental belief that the arts are vital to our society locally, nationally, and internationally.

AileyCamp is a nationally proven arts education program that uses dance as a vehicle for developing self-esteem, creative expression, and critical thinking skills among 6th, 7th, and 8th-grade students (aged 11-14) who are at risk of dropping out of school. AileyCamp also provides exceptional dance training to middle school students from lower socioeconomic backgrounds. The project was inspired by the work of the late Alvin Ailey, an internationally renowned dance artist, choreographer, and founder of Alvin Ailey American Dance Theatre.

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The Associate Director of AileyCamp reports to the Manager, of Education and Community Programs and works in close partnership with the AileyCamp Director, providing administrative management and staff supervision, ensuring the curriculum is in compliance with National AileyCamp goals and Cal Performance educational philosophy, and creating an environment for creativity and personal development through dance that supports middle school youth. With the AileyCamp Director, the incumbent supervises a cohort of instructors: Dance Instructors, Personal Development and Creative Communications Instructors, as well as the Group Leaders (with the Group Leader Mentor), Administrative Assistant(s), and other technical, production, and administrative staff necessary to create a final showcase of the student's work. The AileyCamp Leadership team also includes support as needed from the Education department staff.

Responsibilities

Duties include but are not limited to:

Five-day work week - Monday through Friday, usually 8:00 a.m. to 5:00 p.m., all weeks except the week of staff training which may include a Saturday or Sunday. Periodic breakfast or lunch meetings, as well as after-camp meetings, occur weekly.

Leadership and shared responsibility for the management, supervision, and implementation of an annual six-week dance-based AileyCamp at Cal Performances, reporting to the Manager, Education, and Community Programs and partnering with the AileyCamp Director.

Instructional:

Create staff training with Guidance Counselor, Director, and other AileyCamp staff as appropriate, that fosters developmentally appropriate student-centered, culturally-responsive, creative instruction.

Ensure faculty and staff are trained in safe and effective protocols for working with minors.

Supervise and assess staff in all areas of instruction as necessary for the success of the program as a whole, in coordination with the Manager, Education, and Community Programs.

As assigned, supervise the development and implementation of the Personal Development and Creative Communications curriculum, ensuring weekly social and emotional teaching and learning goals are articulated and assessable. Oversee adjustments to the curriculum as needed, and support Instructors in program delivery.

As assigned, supervise the development and implementation of dance instruction curriculum (Modern (Horton technique); Jazz; Ballet; and/or an African dance specialty), ensuring high-quality dance instruction and integration of social and emotional teaching and learning goals into classroom practice. Oversee instructor/faculty assignments for general camp support when instructors are not directly

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teaching their dance classes-e.g., assignments to support Group Leaders, prepare for production, provide lunch or break supervision, attend staff meetings, etc.

Supervise and coach the Group Leader Mentor and Group Leaders to ensure they implement best practices in Youth Development teaching and learning strategies and fully support the Group Leader team for success.

Work safely and effectively with middle- and high-school-aged youth, supporting and assessing the teaching of dance technique, personal development, creative communications, and special events and workshops as needed for a successful camp experience. Supervise all aspects of personal and logistical safety for the youth and staff.

General Administration:

Supervise the Administrative Assistant to ensure smooth day-to-day operations, effective administration of camp, and training, support, and scheduling of volunteers.

Design and implement AileyCamp daily schedule to ensure equitable engagement in all required classes for up to 64 campers, with 4 dance classes, 2 core curriculum classes (Personal Development and Creative Communications), special events and workshops, production preparation rehearsals and instruction, breaks, lunch, and Group Time with their Group Leaders for 4 groups of students (12-14 students per group). Ensure timely posting of schedules and that room assignments, logistics, and start/stop times are observed with the safety and care of students and adults as a top priority.

In collaboration with the AileyCamp Director, supervise and support the coordination of camp, including venue set-up and logistics, attending to instructors' needs, and distributing camp supplies including camp uniforms (t-shirts and shorts) leotards, tights, and ballet slippers.

Monitor class content and faculty and staff demeanor to ensure consistency with the goals of AileyCamp, and recommend actions to the Manager, Education, and Community Programs to support best practices.

With the Manager, Education and Community Programs, and AileyCamp Director, set and support program goals and objectives. Implement strategies to meet Cal Performances Education goals. With the AileyCamp Leadership Team, plan and facilitate a variety of activities which may include: orientation and open house for families; communications with Cal Performances, University, and other partners; scheduling of routine and/or unusual classes, special events, and workshops, meetings; daily supervision of camp operations and facilitation of staff meetings; related activities to encourage youth voice and youth development principles.

Supervise and support the general oversight of campers, including as-needed meal times, weekly special events, workshops, camper-free periods, and special events.

Complete and oversee staff completion of mandatory campus-required training, including COVID-19 training and testing (as applicable), and a working with minors course.

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Required Qualifications

Experience teaching middle school-aged children, 11-14-year-olds, preferably employing a youth development and youth voice framework or similar curriculum.
Knowledge of youth safety practices, and trauma-informed instruction. Trained as a mandated reporter.
Experience supervising classroom instructors and adult leaders working with middle school-aged children.
Significant experience working with urban children and families representing the diversity of Bay Area life.
Administrative experience in a performing arts-based educational setting.
Strong experience in performing various administrative tasks.
Excellent leadership and managerial skills including an ability to command respect and motivate achievement while working effectively with young people.
Excellent communication skills, both written and verbal.
Excellent interpersonal skills, with the ability to relate well to a diverse population, and work as part of an effective team.
Strong decision-making skills and ability to ascertain appropriate courses of action to effectively address problems as they arise.
Ability to work under pressure and manage multiple tasks with competing deadlines in a self-directed, prioritized, and calm manner.
Flexibility to meet changing needs and priorities as they occur.
Excellent organizational and time management skills.
Bachelor's degree or equivalent experience.
Red Cross CPR required, as well as Standard First Aid Training Certification.
Must be able to successfully pass a background check.

Preferred Qualifications

Former AileyCamp faculty or staff member.
Bi-lingual in English and Spanish

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit this [UCOP link](#).

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Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on the final candidate's qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$940 per week for full-time. This is a contract-exempt position with an employment term from January 2024 to August 2024. This position will be working part-time in January (10% FTE), February (50% FTE), and March (90% FTE). This position will be working full-time from April to August at 100% FTE.

Pay is \$940 per week for full-time. Pay for part-time work will be prorated.

How to Apply

To apply, please submit your resume and cover letter.

Other Information

This position will be working part-time in January (10% FTE), February (50% FTE), and March (90% FTE). This position will be working full-time from April to August at 100% FTE. Pay is \$940 per week for full-time. Pay for part-time work will be prorated.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Mandated Reporter

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This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant see the [EEOC poster](#).

For the complete University of California nondiscrimination and affirmative action policy see the [UC policy](#).

To apply, visit

https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH

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Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

Contact

N/A

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