

**LADM**

LA DANCE MAGIC

**JULIE KAY STALLCUP**  
BECOME A DANCE MASTERMIND!



# **CLASSROOM MANAGEMENT STRATEGIES**

TECHNIQUES TO MAINTAIN A  
POSITIVE AND FOCUSED  
CLASSROOM.

MANAGING DIFFERENT  
ENERGY LEVELS AND  
LEARNING STYLES.

SETTING CLEAR  
EXPECTATIONS AND  
ROUTINES.

# CLASSROOM MANAGEMENT

PRESCHOOL CLASSES



- 1. What are your goals for your preschool program?**
- 2. How do you differentiate yourself from the dance studio nearby?**
- 3. Branding strategies for your preschool program.**
- 4. Do you implement a seasonal theme?**
- 5. Track progress.**
- 6. Outline the next steps for families.**
- 7. Celebrate recital achievements.**
- 8. End of the year season packet**
- 9. Rollover Registration**



# Class Names

&

# Age Groups

New January Classes



## 18-24 MONTHS:

- LITTLE MOVERS
- TINY TOTS
- **BABY BOPPERS**
- WIGGLE WONDERS
- MINI GROOVERS

## 2-3 YEARS:

- TWIRL TIKES
- BABY STEPS
- DANCE SPROUTS
- **BOUNCE BUDDIES**
- TINY TWISTERS

## 3-4 YEARS:

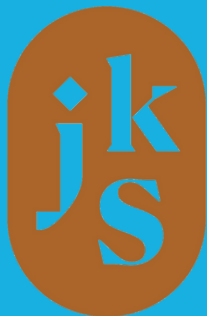
- TIPPY TOES
- PETITE PIROUETTES
- DAZZLE DANCERS
- JUMPING JELLIES
- **MINI MOVERS**

## 4-5 YEARS:

- RISING STARS
- DANCE DREAMERS
- **SHINING STARS**
- LEAP LEARNERS
- STAR SPROUTS

## 5-6 YEARS:

- JUNIOR JIVE
- **LITTLE LEAPERS**
- TINY TALENT
- FUTURE STARS
- HIP HOP HEROES



1

**Consistency in Routine:**

Preschoolers thrive on predictability. Keeping a consistent class structure helps them feel secure and know what to expect. Start each class with a familiar warm-up, followed by engaging activities and ending with a cool-down, so they grow comfortable in the dance environment.

2

**Age-Appropriate Progression:**

Gradually introducing more challenging movements as they grow helps preschool dancers feel a sense of accomplishment. Celebrate milestones to encourage progress, and ensure activities match their developmental stage.

3

**Positive Reinforcement:**

Offering lots of praise and encouragement is key to building confidence in young dancers. Rewarding small successes with positive feedback, stickers, or "Dancer of the Day" titles makes them feel proud and eager to return.

4

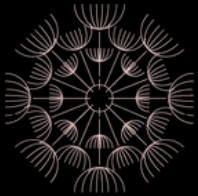
**Parental Involvement:**

Involving parents helps maintain a connection. Host "Watch Days," send home progress reports, or provide simple activities to practice at home. This ensures parents stay engaged and see the value in continuing their child's dance journey.



# CLASSROOM MANAGEMENT

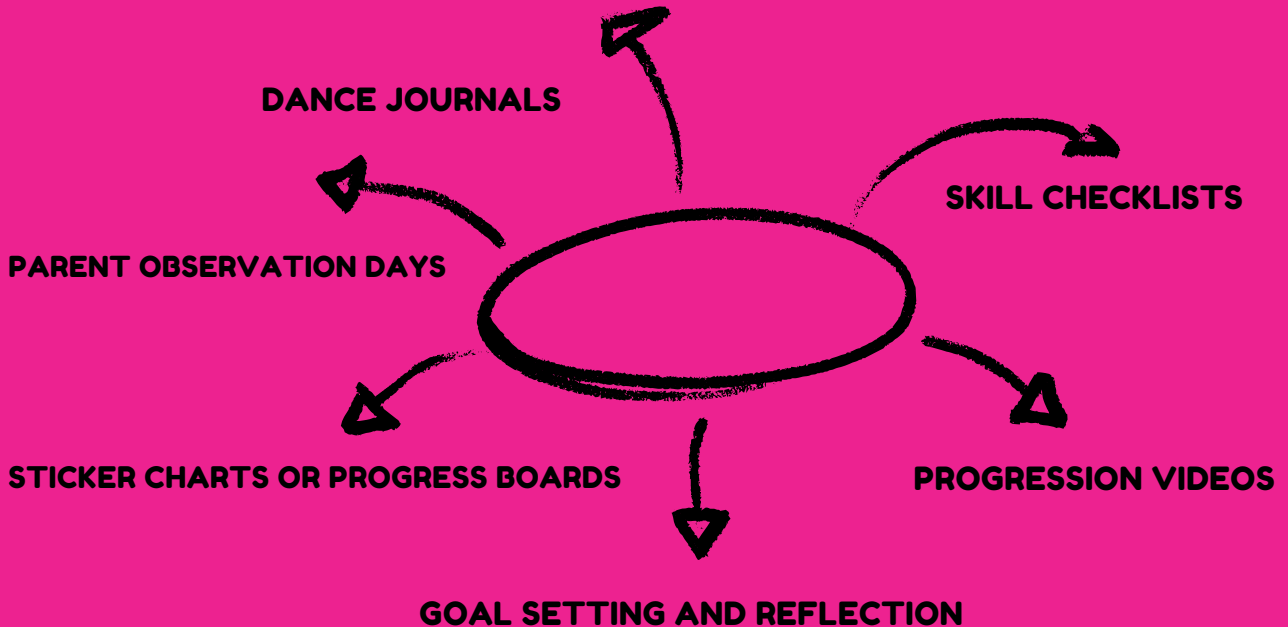
ACADEMY CLASSES



- 1. WHAT UNIQUE QUALITIES DO YOU BELIEVE DISTINGUISH YOUR RECREATIONAL PROGRAM FROM OTHERS IN THE AREA, AND HOW DO YOU UTILIZE THESE TO ATTRACT NEW STUDENTS?**
- 2. IN WHAT WAYS DO YOU BALANCE ENJOYMENT AND TECHNIQUE IN YOUR RECREATIONAL CLASSES TO KEEP STUDENTS ENGAGED WHILE STILL FACILITATING THEIR PROGRESS?**
- 3. WHICH STRATEGIES HAVE PROVEN MOST EFFECTIVE IN TRANSFORMING RECREATIONAL DANCERS INTO LONG-TERM STUDENTS OR COMPETITIVE DANCERS?**
- 4. HOW DO YOU FOSTER A SENSE OF COMMUNITY WITHIN YOUR RECREATIONAL PROGRAM TO KEEP STUDENTS ENTHUSIASTIC ABOUT RETURNING YEAR AFTER YEAR?**
- 5. WHAT METHODS DO YOU USE TO TRAIN AND MOTIVATE YOUR STAFF, ENSURING THAT RECREATIONAL CLASSES ARE ENERGETIC, ENGAGING, AND ENJOYABLE FOR ALL STUDENTS?**



# Implementation Strategies for Progression





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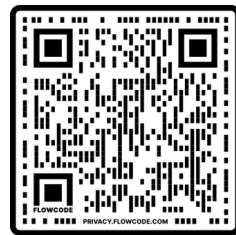
# **STUDENT RETENTION AND ENGAGEMENT**

STRATEGIES TO KEEP STUDENTS  
RETURNING SEASON AFTER SEASON.  
BUILDING STRONG RELATIONSHIPS  
WITH DANCERS AND THEIR FAMILIES.  
CREATING A COMMUNITY  
ATMOSPHERE THAT CREATES  
LOYALTY AND BELONGING.

# Onboarding Roadmap

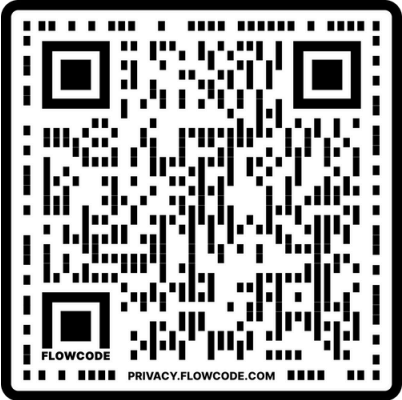
<p><b>LOST &amp; FOUND</b></p>	<p><b>MARCH 23-29 SUMMER AND FALL CLASS SCHEDULES &amp; ONE-DAY CAMPS RELEASED</b></p>	<p><b>RECITAL ROAD MAP</b></p>	<p><b>FINISH LINE</b></p>				
<p><b>EVENTS</b></p>	<p><b>WELCOME TO YOU STUDIO!</b></p> <p><b>WELCOME TO OUR DANCE COMMUNITY! WE'RE EXCITED TO HAVE YOU JOIN US AS WE CELEBRATE 16 YEARS OF DANCE, GROWTH, AND PASSION. WHETHER YOU'RE HERE FOR A 30-MINUTE CLASS OR DEDICATING 14 HOURS A WEEK, THERE'S A PLACE FOR YOU. OUR GOAL IS TO CREATE AN ENVIRONMENT WHERE EVERYONE FEELS AT HOME AND CAN EXPLORE THEIR LOVE FOR DANCE AT THEIR OWN PACE. USE THIS STEP BY STEP GUIDE TO GET STARTED- LET'S LEARN, GROW, AND SUCCEED TOGETHER.</b></p>						
<p><b>CALENDAR OF THE YEAR</b></p>							
<p><b>NIMBLY</b></p>							
<p><b>LEARN ABOUT OUR POLICIES</b></p>		<p><b>WALK THROUGH DANCE STUDIO PRO PORTAL</b></p>	<p><b>LINKTREE</b></p>	<p><b>JOIN OUR SOCIAL MEDIA WORLD</b></p>	<p><b>MEET THE (YOUR STUDIO) TEAM</b></p>	<p><b>WELCOME TO (YOUR STUDIO)</b></p>	<p><b>START</b></p>

**SCAN HERE**



**INSPIRING A  
LIFE-LONG LOVE  
OF DANCE IN A  
NURTURING  
ENVIRONMENT**

# RECITAL ROADMAP

<p><b>APRIL 21-24</b> PICTURE WEEK ONLY</p> <p>21ST: NORTH LITTLE ROCK 22ND-24TH: LITTLE ROCK</p>	<p><b>JUNE 2-4TH</b> NO CLASSES AT (YOUR STUDIO)</p>	<p><b>JUNE 5-6</b> DRESS REHEARSAL AT ROBINSON</p>	<p><b>JUNE 6-7</b> RECITAL AT ROBINSON</p>	<p><b>JULY 7 - JULY 31</b> WEEKS OF SUMMER CLASSES START</p>	<p>ENSEMBLE AUDITION DAY DATE: AUGUST 1ST COST: \$35 PER PERSON TO AUDITION FOR OUR PRE- COMPANY AGE GROUP: 4-12 YEARS REGISTRATION: PLEASE REGISTER THROUGH THE PARENT PORTAL.</p>	<p>(YOUR STUDIO) COMPANY JULY 27-31 \$200 FOR AGES 4-6 \$300 FOR AGES 4-8 \$375 FOR AGES 9 AND UP</p>
<p><b>APRIL 7-10</b> PARENT WATCH WEEK</p> <ul style="list-style-type: none"> <li>• ROLLOVER REGISTRATION</li> <li>• DISTRIBUTION OF COSTUMES</li> </ul>	<p><b>WELCOME TO (YOUR STUDIO)!</b></p> <p><b>AS WE APPROACH RECITAL SEASON, WE ARE THRILLED TO ANNOUNCE OUR THEME: "IGNITE YOUR SPARK." TO HELP YOU STAY ORGANIZED AND INFORMED, HERE'S A SIMPLE GUIDE TO FOLLOW. PLEASE NOTE THAT THE ONLY CLASSES NOT PARTICIPATING IN THE RECITAL ARE THE ACRO CLASSES. THIS IS AN EXHILARATING TIME AT (YOUR STUDIO), AND WE ARE EXCITED TO CREATE LASTING MEMORIES WITH YOUR FAMILY!</b></p> <div data-bbox="739 852 1138 1250" style="text-align: center;">  <p>FLOWCODE PRIVACY.FLOWCODE.COM</p> </div> <p><b>SCAN HERE</b></p>					<p>WE FEEL INCREDIBLY FORTUNATE TO HAVE YOU AS A MEMBER OF THE (YOUR STUDIO) COMMUNITY. THANK YOU FOR THE LOVE!</p>
<p><b>JOIN US</b></p> <p>SUMMER &amp; FALL ENROLLMENT VISIT WWW.DANCEDYNAMICSAR.COM TO SIGN UP!</p>						<p><b>FINISH</b></p>
<p><b>MARCH 23-29</b> SUMMER AND FALL CLASS SCHEDULES &amp; ONE-DAY CAMPS RELEASED</p>						<p><b>EMAIL: @GMAIL.COM</b></p> <p><b>TELEPHONE: (123) 456-789</b></p> <p><b>WEBSITE</b></p>
<p><b>FEBRUARY 17TH</b> RECITAL FEE: \$135 PLUS TAX INCLUDES:</p> <ul style="list-style-type: none"> <li>• RECITAL T-SHIRT</li> <li>• VIDEO OF THE RECITAL</li> <li>• RECITAL PICTURES</li> <li>• RENTAL VENUE</li> </ul>	<p><b>JANUARY 10TH</b> COSTUME FEES DUE RANGE \$85-\$130</p> <ul style="list-style-type: none"> <li>• COSTUME</li> <li>• ACCESSORIES</li> <li>• TIGHTS</li> <li>• GARMENT BAG</li> </ul>	<p><b>YOUR DANGER WILL BE MEASURED</b></p>	<p><b>RECITAL COSTUMES POSTED</b></p>	<p><b>EVERY STUDENT IS IN RECITAL</b></p>	<p><b>THEME: IGNITE YOUR SPARK</b></p>	

# Competition ROADMAP

<p><b>APRIL 21-24</b> PICTURE WEEK ONLY</p> <p>21ST: NORTH LITTLE ROCK 22ND-24TH: LITTLE ROCK</p>	<p><b>JUNE 2-4TH</b> NO CLASSES AT (YOUR STUDIO)</p>	<p><b>JUNE 5-6</b> DRESS REHEARSAL AT ROBINSON</p>	<p><b>JUNE 6-7</b> RECITAL AT ROBINSON</p>	<p><b>JULY 7 - JULY 31</b> WEEKS OF SUMMER CLASSES START</p>	<p>ENSEMBLE AUDITION DAY DATE: AUGUST 1ST COST: \$35 PER PERSON TO AUDITION FOR OUR PRE- COMPANY AGE GROUP: 4-12 YEARS REGISTRATION: PLEASE REGISTER THROUGH THE PARENT PORTAL.</p>	<p>(YOUR STUDIO) COMPANY JULY 27-31 \$200 FOR AGES 4-6 \$300 FOR AGES 4-8 \$375 FOR AGES 9 AND UP</p>
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# **BUILDING A STRONG FACULTY AND TEAM**

HOW TO HIRE, TRAIN, AND RETAIN  
GREAT TEACHERS AND STAFF.

SETTING UP PROFESSIONAL  
DEVELOPMENT OPPORTUNITIES FOR  
YOUR TEAM.


CREATING A POSITIVE WORKPLACE  
CULTURE THAT SUPPORTS  
COLLABORATION AND GROWTH.



WE ARE

# HIRING

## JOIN OUR TEAM

- Dance Teacher Opportunity
  - Now Hiring Dance Instructors
  - Join Our Team of Dance Educators
  - Seeking Passionate Dance Teachers
  - Teaching Positions Available
  - Dance Studio Hiring
  - Instructor Positions Open
  - Passion for Dance Education
  - Experienced Dance Teachers Wanted
  - Inspire the Next Generation of Dancers
  - Exciting Teaching Opportunities
  - Share Your Love for Dance
  - Join a Vibrant Dance Community
  - Teach and Mentor Talented Students
  - Grow Your Career as a Dance Educator
  - Impact Lives Through Dance Instruction
  - Professional Development for Dance Teachers
  - Competitive Pay and Benefits
  - Creative Freedom in Choreography
  - Be Part of a Dynamic Dance Studio
- 

# Steps on Hiring

- Determine the specific qualifications, skills, and experience necessary for the role, such as expertise in certain dance styles, teaching experience, certifications, and educational background.
- Consider the age range and skill levels of the students the teacher will be working with.
- Outline any additional responsibilities, such as choreography, competition coaching, or administrative tasks.
- Utilize various channels to advertise the job opening, such as your studio's website, social media platforms, local dance organizations, job boards, and community bulletin boards.
- Craft a compelling job description that highlights the key qualifications and expectations of the position. Include specific instructions for applicants to follow when submitting their applications, such as providing a resume, cover letter, and dance video demonstration.
- Thoroughly review each application and resume to assess candidates' qualifications, experience, and skills.
- Look for relevant certifications, teaching experience, performance experience, and their ability to work with different age groups and skill levels.
- Pay attention to candidates who demonstrate a passion for dance education, creativity, and a commitment to ongoing professional development.
- Select candidates who meet the initial qualifications for an interview.
- Prepare a list of interview questions that assess candidates' teaching philosophy, approach to classroom management, ability to create choreography, and their experience with different teaching methodologies.

# Steps on Hiring

- Consider conducting initial interviews via video conference before scheduling in-person interviews, especially for candidates located outside of your area.
- Invite top candidates to teach a demonstration class or participate in an audition where they can showcase their teaching skills.
- Observe their ability to effectively communicate instructions, engage with students, demonstrate proper technique, and provide constructive feedback.
- Encourage student and parent feedback to assess how well candidates connect with and inspire students.
- Request references from the candidates' previous employers, dance instructors, or studio directors.
- Contact the provided references to inquire about the candidate's teaching ability, professionalism, reliability, and interpersonal skills.
- Evaluate each candidate based on their qualifications, interview performance, demonstration class or audition, and reference checks.
- Select the candidate who best fits your studio's needs and aligns with your values and teaching philosophy.
- Extend a job offer to the selected candidate, including details about compensation, employment terms, and expectations.
- Once the candidate accepts the job offer, provide a comprehensive orientation and training to familiarize them with your studio's policies, procedures, curriculum, and expectations.
- Assign a mentor or experienced teacher to guide the new hire and help them integrate smoothly into the studio's culture and routines.



# Interview Questions

- Can you tell us about your dance background and teaching experience?

This question allows candidates to provide an overview of their dance training, performance experience, and previous teaching roles. It helps you assess their expertise and suitability for your studio.

- How would you describe your teaching philosophy and approach to dance education?

This question provides insight into candidates' teaching methodologies, their focus on technique, creativity, performance, or other aspects of dance education. It helps determine if their teaching style aligns with your studio's goals.

- How do you manage a multi-level class with students of varying skill levels and abilities?

This question assesses candidates' ability to differentiate instruction and provide a supportive learning environment for students at different levels. Look for their strategies to challenge advanced students while providing support to beginners.

- How do you incorporate discipline and classroom management techniques into your teaching?

This question evaluates candidates' approach to maintaining discipline and order in the classroom while fostering a positive and respectful atmosphere. Look for techniques that balance structure with encouragement and motivation.

- How do you ensure that your students feel motivated and inspired during class?

This question explores candidates' methods for keeping students engaged and inspired. Look for answers that include a combination of challenging choreography, positive reinforcement, and creating a fun and supportive environment.

- How do you handle conflicts or challenging situations with students or parents?

This question assesses candidates' ability to handle conflicts or difficult interactions professionally and constructively. Look for their approach to resolving conflicts, communicating with parents, and maintaining open lines of communication.

- Can you describe your experience in choreographing dances for performances or competitions?

This question evaluates candidates' experience in choreography and their creative abilities. Look for candidates who demonstrate creativity, innovation, and the ability to tailor choreography to different styles and age groups.

- How do you incorporate feedback and assessments to help students improve their skills?

This question explores candidates' strategies for providing constructive feedback, evaluating student progress, and helping students grow. Look for their emphasis on individualized feedback, goal setting, and creating opportunities for improvement.

- How do you stay current with dance trends, techniques, and industry developments?

This question assesses candidates' commitment to ongoing professional development and their awareness of the evolving dance landscape. Look for candidates who engage in workshops, attend conferences, or stay connected to the dance community.

- How do you contribute to creating a positive and inclusive studio environment?

This question evaluates candidates' commitment to fostering a supportive and inclusive studio culture. Look for their approaches to promoting diversity, embracing different body types, and encouraging teamwork and respect among students.

# Maintaining

Encourage open and transparent communication channels between management and faculty members. Have regular check-ins, staff meetings, and forums to address concerns, share updates, and celebrate achievements.

Invest in the professional growth of your dance faculty by providing opportunities for continuing education, workshops, conferences, and certifications. Encourage them to expand their knowledge and stay updated with current dance trends and teaching methodologies.

Promote a collaborative environment where dance faculty members can exchange ideas, share resources, and support one another. Encourage collaboration on choreography, teaching techniques, and problem-solving to enhance creativity and foster a sense of unity.

Recognize and appreciate the hard work, dedication, and achievements of your dance faculty. Celebrate milestones, acknowledge their contributions publicly, and provide incentives or rewards for exceptional performance or long-term commitment.

Establish clear expectations and guidelines for faculty members regarding teaching standards, professionalism, and studio policies. Provide constructive feedback regularly, focusing on areas of improvement and recognizing strengths to help them grow as educators.

Promote a healthy work-life balance by setting reasonable work hours, providing breaks, and encouraging self-care among your faculty. Support them in maintaining their physical and mental well-being, as it directly impacts their teaching effectiveness.

Create pathways for growth and advancement within your dance faculty. Offer opportunities for senior or experienced teachers to take on leadership roles, mentorship positions, or involvement in curriculum development. Encourage professional growth within the studio.

Create a culture of respect and inclusivity where all faculty members feel valued and supported. Embrace diversity, create an environment free from discrimination, and ensure that everyone feels welcome and included.

Provide platforms for faculty members to showcase their talents and expertise through choreographic showcases, guest teaching opportunities, or performances. This not only highlights their skills but also inspires students and enhances the studio's reputation.

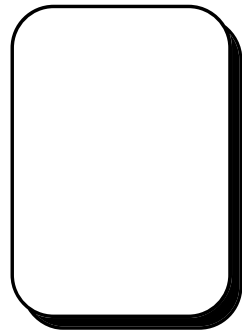
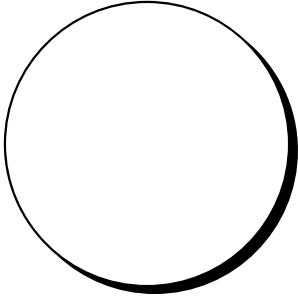
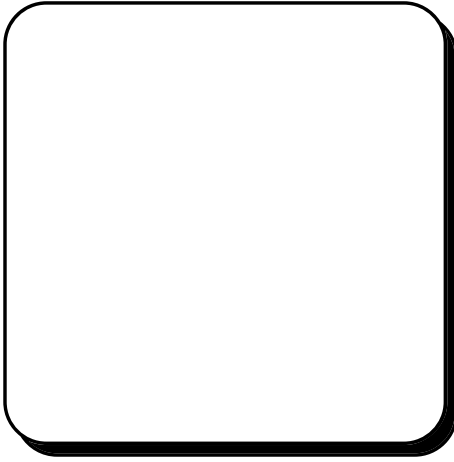
Implement a system for regular performance evaluations to assess faculty members' teaching effectiveness, adherence to studio standards, and student satisfaction. Provide timely feedback and establish action plans for improvement if needed.

# Directors Mind Map



## Top 5 qualities to consider when hiring a director for your dance studio:

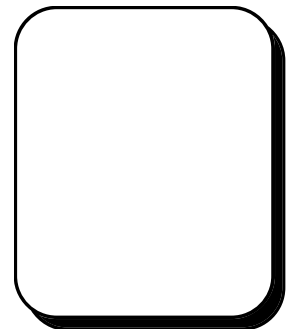
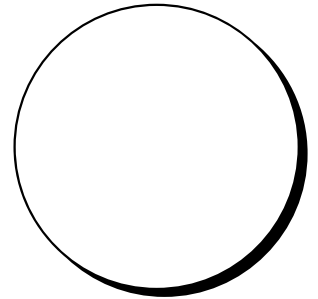
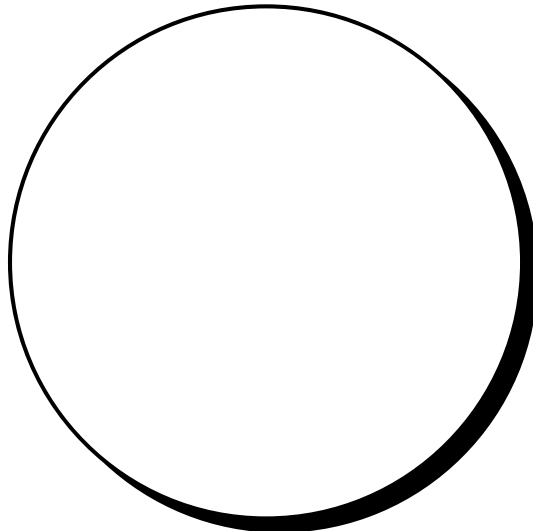
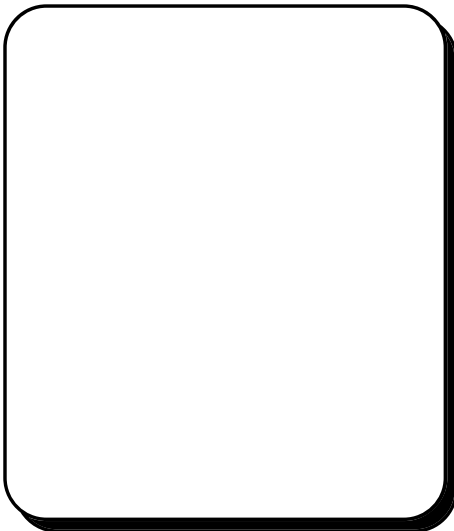
1. EXPERIENCE AND BACKGROUND
2. PROFESSIONALISM AND WORK ETHIC
3. PASSION FOR DANCE AND EDUCATION
4. COMMUNICATION SKILLS
5. VISION AND GOALS
6. INTERPERSONAL SKILLS



*a strong*

**LEADER**

*is*





A DIRECTOR HOLDS A LEADERSHIP POSITION IN AN ORGANIZATION, OVERSEEING OPERATIONS, STRATEGY, AND MANAGEMENT.

## STRATEGIC PLANNING AND IMPLEMENTATION

- **DEVELOPING STRATEGIES:** CREATING LONG-TERM PLANS TO ACHIEVE ORGANIZATIONAL GOALS.
- **SETTING OBJECTIVES:** ESTABLISHING MEASURABLE GOALS FOR THE ORGANIZATION AND ITS DEPARTMENTS.
- **MONITORING PROGRESS:** ASSESSING PROGRESS TOWARDS GOALS AND MAKING NECESSARY ADJUSTMENTS.

## FINANCIAL OVERSIGHT

- **BUDGETING:** MANAGING AND OVERSEEING THE ORGANIZATION'S BUDGET.
- **FINANCIAL REPORTING:** ENSURING ACCURATE FINANCIAL REPORTING AND COMPLIANCE.

## OPERATIONAL MANAGEMENT

- **POLICY DEVELOPMENT:** IMPLEMENTING POLICIES FOR SMOOTH OPERATIONS.
- **QUALITY CONTROL:** MAINTAINING HIGH STANDARDS IN ALL ASPECTS OF WORK.
- **PROBLEM SOLVING:** ADDRESSING OPERATIONAL ISSUES AND FINDING SOLUTIONS.

## LEADERSHIP AND TEAM MANAGEMENT

- **LEADERSHIP:** PROVIDING STRONG LEADERSHIP AND SETTING A POSITIVE EXAMPLE.
- **TEAM DEVELOPMENT:** RECRUITING, TRAINING, AND DEVELOPING STAFF.
- **PERFORMANCE MANAGEMENT:** EVALUATING TEAM PERFORMANCE AND PROVIDING SUPPORT.

## INNOVATION AND IMPROVEMENT

- **CONTINUOUS IMPROVEMENT:** CREATING A CULTURE OF INNOVATION AND IMPROVEMENT.
- **MARKET AWARENESS:** KEEPING ABREAST OF INDUSTRY TRENDS FOR NEW OPPORTUNITIES.

MEETINGS 3XS A YEAR  
AUGUST/DECEMBER/APRIL

# COMPETITION DIRECTOR



**Darrell Stallcup**

## **Pre-Competition Preparation:**

1. **Create a company drive for Costumes, Competitions, Choreography, and Specialties.**
2. **Select costumes online and save them in the costume company drive.**
3. **Organize a music drive for each teacher.**
4. **Develop a rehearsal calendar for the year.**
5. **Share the calendar with families via the band.**
6. **Appoint captains for each routine.**
7. **Captains should gather all dancers and lead them to the backstage area.**
8. **Check costume pieces and hairstyles.**
9. **Review notes before going on stage (Entrance, Exits & Center).**
10. **Conduct warm-up sessions.**
11. **Distribute awards to dancers the week after each routine, not during the competition.**

## **Competition Guidelines:**

1. **A week before the competition, send a reminder about necessary organization before the event (accessories, costumes, shoes, etc.).**
2. **Upload Competition Music to a specific website two months before scheduled competitions.**
3. **Check in at the studio's front desk and locate the dressing room.**
4. **Post dressing room location on the band platform.**
5. **Keep the band updated about any competition schedule changes (Running early or behind).**
6. **Gather critiques and information at the end of the competition.**
7. **Provide a recap on the band platform within two days after the competition.**

**Ensure choreographers receive feedback from the judges to share at the next rehearsal.**

# PAY SCALE

## ARTISTIC DIRECTOR: \$25 PER HOUR

- OVERSEES THE CREATIVE DIRECTION OF THE STUDIO, SUCH AS CHOREOGRAPHY, CLASS CONTENT, AND PERFORMANCE THEMES.
- DEVELOPS ARTISTIC PROGRAMS, MENTORS INSTRUCTORS, AND ENSURES THE STUDIO'S ARTISTIC VISION ALIGNS WITH ITS OBJECTIVES.
- COLLABORATES WITH OTHER DIRECTORS TO INTEGRATE CREATIVE CONCEPTS INTO ALL ASPECTS OF THE STUDIO'S OPERATIONS.

## ADMINISTRATIVE DIRECTOR: \$20 PER HOUR

- MANAGES ADMINISTRATIVE TASKS LIKE SCHEDULING, BILLING, AND COMMUNICATION WITH PARENTS AND STUDENTS.
- MAINTAINS RECORDS, OVERSEES REGISTRATION PROCESSES, COORDINATES STUDIO EVENTS, AND ENSURES EFFICIENT OFFICE OPERATIONS.
- SERVES AS THE PRIMARY POINT OF CONTACT FOR INQUIRIES AND CUSTOMER SERVICE.

## MARKETING DIRECTOR: \$25 PER HOUR

- DEVELOPS AND EXECUTES MARKETING STRATEGIES TO PROMOTE THE STUDIO, ATTRACT AND RETAIN STUDENTS.
- MANAGES SOCIAL MEDIA ACCOUNTS, CREATES ADVERTISING CAMPAIGNS, DESIGNS PROMOTIONAL MATERIALS, AND ORGANIZES EVENTS FOR COMMUNITY VISIBILITY.

## DIRECTOR OF OPERATIONS: \$25 PER HOUR

- ENSURES SMOOTH DAY-TO-DAY STUDIO OPERATIONS, INCLUDING FACILITY MANAGEMENT AND CLASS COORDINATION.
- MAINTAINS THE STUDIO SPACE, MANAGES SUPPLIES AND EQUIPMENT, AND ADDRESSES OPERATIONAL ISSUES PROMPTLY FOR A SAFE ENVIRONMENT.

## PERFORMANCE DIRECTOR: \$25 PER HOUR

- MANAGES ALL ASPECTS OF STUDIO PERFORMANCES, FROM PLANNING TO STAGE MANAGEMENT.
- ORGANIZES RECITALS, COORDINATES WITH CHOREOGRAPHERS AND INSTRUCTORS, AND ENSURES SMOOTH PERFORMANCE EXECUTION.

# Planning Director Calendar



## Julie Kay Stallcup

SUN	MON	TUE	WED	THU	FRI	SAT
	Monthly Meeting	2 Hours 9:30-11:30			Recap Email	
		2 Hours			Recap Email	
		2 Hours			Recap Email	
		2 Hours			Recap Email	

**10 hours × \$25 per hour = \$250**

**10 hours × \$20 per hour = \$200**



## **Pre-Competition Preparation Weekly Schedule**

### **Week 1:**

#### **Monday (2 hours):**

- **Establish a company drive for Costumes, Competitions, Choreography, and Specialties.**
- **Arrange folders within the drive for easy accessibility.**

#### **Wednesday (2 hours):**

- **Initiate the process of choosing costumes online and save them in the costume company drive.**
- **Organize selected costumes by routine and performer.**

### **Week 2:**

#### **Monday (2 hours):**

- **Continue selecting and saving costumes.**
- **Set up a music drive for each teacher with separate folders for each routine.**

#### **Wednesday (2 hours):**

- **Finalize costume selections and ensure all files are correctly saved.**
- **Create a draft rehearsal calendar for the year.**

### **Week 3:**

#### **Monday (2 hours):**

- **Finalize the rehearsal calendar.**
- **Appoint captains for each routine and clarify their roles.**

#### **Wednesday (2 hours):**

- **Share the rehearsal calendar with families via the band platform.**
- **Review captain responsibilities, such as leading dancers backstage and checking costume pieces and hairstyles.**

### **Week 4:**

#### **Monday (2 hours):**

- **Prepare notes for captains to go over with dancers before going on stage (entrances, exits, and center points).**
- **Plan warm-up session routines and assign instructors.**

#### **Wednesday (2 hours):**

- **Develop a system for award distribution to dancers the week after each routine.**
- **Ensure all necessary materials and communication channels are ready for competitions.**