



**Assistant Director of Dance
Minnesota Conservatory for the Arts
Role Summary**

Title: Assistant Director of Dance
FLSA Status: Non-Exempt / Hourly
Reports to: Managing Director, MCA
Assignment: August 31, 2026 - May 21, 2027

Department: MCA
Classification: 10 Month / Part Time
Reviewed: April 1, 2026

INSTITUTIONAL PURPOSE & VISION

Cotter Schools is a private, independent, coeducational school located in Winona, Minnesota guided by Catholic beliefs and values since 1911. We serve all ages from 6 weeks to Grade 12 and challenge students to achieve their full potential and use their lives in service of others. As an international Catholic learning community, we believe:

- *God is present in all creation.*
- *Each person is valuable and deserves respect.*
- *Education prepares people to build a better world.*
- *In community, everyone grows.*

VALUES & STANDARDS

At Cotter Schools, we believe in the intrinsic goodness of all persons. All employees can expect the administration and other employees to uphold the core values of COMMUNITY, FAITH, SERVICE & RESPECT, and they are expected to reflect them through their daily actions to all other employees, students, and families.

Cotter Schools challenges you to be the difference

GLOBALLY LEARNING

Excelling in academics, arts and athletics with global perspectives and meaningful technologies that bring us closer together.

FAITHFULLY SERVING

Service is a part of who we are. We are called each day to serve each other and our communities with our talents and gifts.

TOGETHER IN COMMUNITY

Our community is rooted in faith, hope and love. We believe all people are intrinsically good because they come from God.

GENERAL SUMMARY

The Assistant Director of Dance is primarily an instructional position, with additional duties in program support and development. This role works with the Director of Dance and the Managing Director to support the strategic direction, mission, and goals of the Minnesota Conservatory for the Arts. This in-person position regularly has direct contact with students, families, and faculty members. A majority of the hours for this position are afternoons, evenings and weekends with an average of 25-30 hours weekly (more during productions).

RESPONSIBILITIES & DUTIES

- In collaboration with the Managing Director, and the Director of Dance, design and execute high-quality year-round dance and other arts programming.
- Teach classes during all regular sessions (Fall and Spring Terms) with the option to work during summer sessions.
- Assist with the structure, growth, and curriculum of contemporary and other dance forms.
- Assist with productions as needed.
- Provide creative services as needed. (choreography, restaging, etc.)
- Maintain timely professional communications
- Prepare and document lesson plans for review by the Director of Dance, as requested
- Prepare and document age-appropriate music for instruction
- Attend faculty and productions meetings as requested

QUALIFICATIONS AND SKILLS

- A broad understanding of various forms of dance with significant and documented experience in ballet and contemporary.
- The ability to build positive and supportive relationships with students, families, and coworkers
- Significant and documented choreography experience
- Knowledge and experience in dance production
- Familiarity and comfortability with Google Suite
- Willingness to collaborate with a community of professional of artists
- Reliable attendance and punctuality for assigned duties
- This position requires physical stamina to demonstrate movement (including getting down to, and up from the floor) and includes standing, bending, jumping, and moving for extended periods.
- BFA in Dance (Preferred)
- Teaching experience
- Five years, or more, experience in dance technique, pedagogy, dance history, choreography, and repertoire building
- Three years, or more, experience working with school-aged children and families

COMPENSATION AND BENEFITS

- Starting hourly wage \$25.00-35.00 per hour commensurate with experience.
- Competitive benefit package including Health and Dental, LTD, Life Insurance, Vacation, and matching retirement contribution.

HOW TO APPLY

- Complete our online application at: <https://forms.gle/ZnXTDypcUVwUgsxh7>
- Questions about the position may be directed to Jacque Paulsen, Director of Minnesota Conservatory for the Arts, at jpaulsen@cotterschools.org.
- This position is open until filled.