

Sitka Tribe of Alaska
Job Description

Dance Show Coordinator

Exempt:	No	Salary Level:	\$15-\$18 DOE
Benefits:	No	Hours:	Varies
Department:	STE	Reports to:	Tourism Manager
		Application close:	January 11, 2010

I. SUMMARY:

The Dance Show Supervisor oversees all aspects of the Naa Kahidi Dance Program. This position ensures a consistent and high quality performance while maintaining the cultural values of the Native Community of Sitka. Good communication and public relation skills are necessary in this fast paced industry. Work hours will vary during the summer due to the cruise ship schedule. This position may include work on weekends, evenings, and some holidays.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate and Maintain Dance Performances

- a. Create programs for 30 and 45-minute performances
- b. Regularly update the database of dancers, consultants, elders, and storytellers- including information on dancer availability
- c. Schedule dancers, consultants, and narrators
- d. Update songs, dances, scripts and stories to be used throughout the tour season
- e. Review and update summer dance schedule regularly for scheduling and advertising purposes
- f. Must be at performance site 1 hour prior to and 30 minutes after dance performances to take care of pre and post-show responsibilities
- g. Work cooperatively with Facilities Manager to avoid conflict in building use

Supervise Dance Show Staff and Practices

- a. Recruit and hire dancers
- b. Enforce Naa Kahidi dancer policies regarding attendance, regalia, behavior, etc.
- c. Ensure dancer's timesheets/check requests are completed and submitted bi-weekly
- d. Schedule/oversee (1) regular dance practice per week and (2) drum practices per month

Fundraising and Public Relations

- a. Coordinate and assist in fundraising events for promotional travel
- b. Coordinate and participate in promotional travel
- c. Attend promotional events and represent the Native community of Sitka in a professional manner that demonstrates the integrity of our people
- d. Respond to visitor questions in a helpful and courteous manner.
- e. Accountable for accurate cash handling for sales, donations, and fundraising.

Meetings, Responsibilities and Professional Conduct

- a. Attend all required training workshops.
- b. Attend monthly Tribal Tours staff meetings.
- c. Abide by STA and STE handbook policies
- d. Report to the Tourism Manager with problems or concerns
- e. Responsible for safekeeping and return of assigned keys and uniforms.
- f. Wear required uniform and maintain professional appearance. Smoking cigarettes and chewing tobacco are prohibited while on duty.

This job requires:

- Driving a motor vehicle carrying a person or persons under 18 years of age

III. MINIMUM QUALIFICATIONS:

Education, license and work experience

- a. High school diploma or G.E.D.
- b. Valid Alaska Driver's License
- c. Previous customer service experience or experience working with the general public

Knowledge, Skills and Abilities

- a. Intermediate to advanced knowledge of the Tlingit culture
- b. Must be knowledgeable of the visitor and tourism industry
- c. Ability to perform duties independently and effectively
- d. In previous employment, demonstrated ability to be a reliable worker (show up on time and consistent with the required work schedule)
- e. Ability to communicate effectively orally and in writing
- f. Ability to work well with children and Elders

Criminal Background Check

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense
- Who has been found guilty of two misdemeanors or one felony of a crime against a person, a child or involving violence
- Whose past conduct creates an immediate or long-term risk for any Indian child or raises questions about an individual's trustworthiness
- Who is currently subject to a restraining order issued after a hearing which restrains the individual from harassing, stalking, or threatening an imminent partner or child
- Who has ever been convicted or plead no contest to two misdemeanors or one felony crime involving theft or dishonesty

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.

Drug and Alcohol Free Workplace

This position is considered safety-sensitive according to Sitka Tribe of Alaska's Drug and Alcohol Free Workplace Ordinance. This position therefore requires a pre-employment drug screening, and is subject to reasonable suspicion, random, post-accident, return to duty and follow-up drug and/or alcohol testing.

IV. PREFERENCE

Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.