

**Sitka Tribe of Alaska**  
**Job Description**  
**DANCE COORDINATOR**

---

<b>Exempt:</b>	No	<b>Grade:</b>	2
<b>Department:</b>	Sitka Tribal Enterprises	<b>Hours:</b>	Varies
<b>Reports to:</b>	Tourism Manager	<b>Effective Date:</b>	February 1, 2020

---

## **I. SUMMARY**

Oversees all aspects of the Naa Kahídi 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 this seasonal (April-September) position due to the cruise ship schedule. This position may require work on weekends, evenings, and some holidays.

## **II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **A. Supervision and Authority**

- Recruit, train and hire dancers
- Implement Naa Kahídi dancer policies regarding attendance, regalia, behavior, etc.
- Ensure dancers' timesheets/check requests are completed and submitted by 10 a.m. alternate Mondays.
- Schedule/oversee weekly dance practice, and two drumming practices per month.

### **B. Coordinate and Maintain Dance Performances**

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

### **C. Fundraising and Public Relations**

- Coordinate and work fund raising events for troupe travel.
- Coordinate and participate in troupe travel.
- Provide photos and content to tourism manager for social media sites
- Attend promotional events and represent the Native community of Sitka in a professional manner that demonstrates the integrity of our people.
- Respond to visitor questions in a helpful and courteous manner.

- Accountable for accurate cash handling for sales, donations, and fundraising.

#### **D. Meetings, STA Reporting and Professional Conduct**

- Attend all required training workshops.
- Attend monthly Tribal Tours staff meetings.
- Abide by STA and STE handbook policies.
- Report problems or concerns to the tourism manager.
- Responsible for safekeeping and return of assigned keys and uniforms.
- Wear required uniform and maintain professional appearance. Smoking cigarettes and chewing tobacco are prohibited while on duty.
- Represent Sitka Tribe of Alaska and maintain positive relations with other tribal, state, federal and local governments, public agencies, Tribal Citizens, the public, and the media.
- Treat STA Council, staff, Tribal Citizens, and the public in a respectful manner.
- Perform other duties as assigned.

### **III. MINIMUM REQUIREMENTS**

#### **A. Education**

- High School diploma or GED

#### **B. Experience**

- Previous customer service experience
- Public speaking and working with the general public

#### **C. Additional Requirements**

- Valid Alaska State driver's license

#### **D. Knowledge, Skills and Abilities:**

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

### **IV. PREFERRED KNOWLEDGE, SKILLS AND ABILITIES**

- Understanding of the Native Community in Sitka

- Previous experience working for a tribal government

## **V. PREFERENCE**

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

## **VI. ADDITIONAL**

### **A. 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, submit fingerprints and submit a supplemental employment application. 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 intimate partner or a child,
- Who has been convicted of a crime involving dishonesty or theft or violation of a gaming law.

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.

### **B. Drug- and Alcohol-Free Workplace**

This position is required to comply with Sitka Tribe of Alaska's Drug and Alcohol-Free Workplace Ordinance. This position therefore is subject to reasonable suspicion and follow-up drug/and or alcohol testing.