

Part-Time Dance Instructor, Choreographer & Assistant Director

Performing Arts Department

Westminster School | Annandale, VA

Position Type: Part-Time | Hourly | School Year

Compensation: \$35–\$45 per hour, commensurate with experience.

Westminster School, an independent Preschool–8th Grade school in Annandale, Virginia, seeks a talented, energetic, and organized Dance Instructor, Choreographer & Assistant Director to join our Performing Arts Department.

This unique position combines dance instruction, choreography, and theatrical production support. The successful candidate will work closely with Westminster's Drama Director, Music Director, and Technical Director to help produce exceptional theatrical performances while teaching ballroom dance, line dancing, and dance etiquette to our middle school students.

This position is ideal for someone who enjoys working with adolescents, has a passion for the performing arts, and thrives in a collaborative, creative environment.

Dance Instruction:

Throughout the school year, the instructor will teach dance classes for 7th and 8th Grade students, including:

- Ballroom dancing & Swing/Jitterbug dancing
- Line dancing
- Social dance etiquette and partner dance skills
- Confidence, poise, and proper social interaction in formal dance settings

Classes are held periodically throughout the school year, generally from 1:45–2:30 p.m., and prepare students for Westminster's school dances held each October, March, and May.

Choreography:

Serve as choreographer for Westminster's middle school productions, including:

- Sixth Grade Junior Musical (February)
- Seventh Grade Shakespeare Play, if needed (November)
- Eighth Grade Musical (April)

Responsibilities include:

- Developing engaging, age-appropriate choreography.
- Teaching and rehearsing dance numbers.
- Collaborating with the Drama Director, Music Director, and Technical Director to integrate choreography into each production.
- Attending rehearsals, technical rehearsals, dress rehearsals, and performances to ensure dance numbers are performance-ready.

Assistant Director & Production Support:

Working alongside the Drama Director, the successful candidate will assist with all aspects of theatrical production, including:

- Participating in production planning meetings.
- Assisting with script analysis and production planning.
- Sourcing, organizing, maintaining, and overseeing props, costumes, and production materials.
- Recording blocking, script revisions, and production notes during rehearsals.
- Assisting with lighting, sound, scene change, and costume cues.
- Coordinating backstage operations during technical rehearsals and performances.
- Overseeing costumes, props, microphones, dressing rooms, and backstage organization.
- Assisting with costume changes, hair, makeup, and performer readiness during performances.
- Managing post-production inventory, repairs, organization, and storage of costumes, props, microphones, and production equipment.

Qualifications:

- Experience in dance instruction, choreography, theatre, musical theatre, or stage management.
- Experience working with middle school students preferred.
- Strong organizational, communication, and collaborative skills.
- Ability to inspire confidence, creativity, and teamwork in young performers.
- Dependable, enthusiastic, flexible, and student-centered.

Schedule:

This is a part-time hourly position averaging approximately 8–10 hours per week over the course of the school year, with hours varying significantly by season. Dance classes are generally held between 1:45–2:30 p.m. throughout the school year. During production seasons, responsibilities expand to include afternoon and evening rehearsals, technical rehearsals, dress rehearsals, and performances. Rehearsals may last up to four hours as performances approach, and some evenings and weekends are required during rehearsal and performance periods.

During non-production periods, responsibilities are primarily limited to scheduled dance instruction, choreography preparation, production planning, and occasional production meetings.

Why Westminster?

Westminster School provides a well-rounded, advanced academic program enriched by daily Physical Education, Art, Music, Drama, Technology, frequent educational field trips, and a vibrant calendar of school traditions and special events.

The performing arts are an integral part of the Westminster experience. Students regularly perform challenging dramatic and musical productions that develop creativity, confidence, collaboration, and public speaking skills. Faculty enjoy exceptional administrative support, a collaborative culture, and the opportunity to make a lasting impact on students both on and off the stage.

This position is well suited for retired educators, dance instructors, theatre professionals, graduate students in performing arts, or others seeking a flexible part-time role in the performing arts. It offers the opportunity to inspire young performers while collaborating with an experienced and supportive production team.