



# Dance Director - Remote

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## WE'RE CHANGING THE WAY ATHLETES COMPETE!

About Us.....In 2019, a group of event producers joined together to create the Open Championship Series after realizing the cheerleading industry needed solutions to ever-growing prices, lack of choices, and limited championship options. The Open Championships now provides options for events that fit the needs of everyone, no matter the size of their program.

The OCS is seeking a full-time Dance Director to lead and oversee all aspects of the Open Championship Series dance growth strategies, event planning, execution, and management with the ultimate goal of delivering exceptional and memorable experiences for attendees while achieving organizational objectives. The Open Cheer & Dance Championship Series, LLC headquarters is located in Amarillo, Texas. The position is full-time working remotely.

### **ESSENTIAL RESPONSIBILITY:**

Responsible for driving the strategic direction of dance events, ensuring operational excellence, fostering customer satisfaction, and managing resources effectively.

### **Key Duties include the following:**

#### **1. Dance Strategy Development:**

- Develop and implement strategies to enhance customer satisfaction and engagement before, during, and after events.
- Define and maintain brand guidelines, ensuring consistency in messaging, visual identity, and tone across all channels.

#### **2. Dance Event Management:**

- Plan, organize, and execute all aspects of dance events, including but not limited to venue selection, logistics, scheduling, staffing, and budget management.

#### **3. Team Collaboration:**

- Collaborate with internal teams, external vendors, and partners to ensure all event logistics and requirements are met on time and within budget.

#### **4. Internal & External Relationships:**

- Build a cohesive team consisting of one additional member and provide leadership and guidance to ensure everyone understands their roles and responsibilities.
- Build and maintain relationships with key stakeholders, sponsors, and partners to support the success of dance events.

#### **5. Post Event Audits:**

- Conduct post-event evaluations to assess performance, gather feedback, and identify areas for improvement.

#### **6. OCS Dance Best Practices:**

- Stay updated on industry trends, best practices, and regulations to continuously improve event operations and customer experience.



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- Develop and implement marketing and promotional strategies to attract attendees and increase event visibility.

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### 7. Department Budget Management:

- Develop, manage, and optimize the dance department budget.
- Allocate resources effectively, prioritizing initiatives that align with strategic goals and maximize ROI.
- Monitor financial performance, prepare regular budget reports, and make data-driven adjustments as required.
- Provide regular financial reports to senior management.

### 8. Brand Representation:

- Represent the organization at industry events, conferences, and meetings to promote our dance events and network with potential partners

### **EDUCATION / EXPERIENCE**

Bachelor's degree (B. A.) from four-year college or university; and five to ten years of related experience and/or training; or equivalent combination of education and subject matter experience. Broad knowledge of the dance industry, both instructional and competitive at all levels.

- Proven experience in event planning, management, and execution, preferably in the dance or entertainment industry.
- Strong leadership and organizational skills, with the ability to manage multiple projects simultaneously.
- Excellent communication and interpersonal skills, with the ability to interact effectively with diverse stakeholders.
- Creative problem-solving abilities and attention to detail.
- Proficiency in project management tools and software.
- Ability to work flexible hours, including evenings and weekends, as required by event schedules.
- Passion for dance and commitment to delivering exceptional event experiences.
- Previous experience in budget management and financial reporting.
- Knowledge of safety and security protocols for events is a plus.

### **COMPENSATION / BENEFITS**

- Salary Range: \$50,000 - \$58,000
- Benefit Package: Medical, Dental & Vision
- 15 Paid Holidays
- PTO Offered to Full Time employees after 30 days of employment

### **INQUIRIES**

Application must be submitted via the [Application Link](#) must be submitted in the 30 days. Additional questions about the position can be emailed to Human Resources at [jobs@openchampionshipseries.com](mailto:jobs@openchampionshipseries.com).