



# Dancers Inc. Careers

**Title:** Awards Preparation

**Type:** Seasonal/Part-time

**Duration:** February 2017 – July 2017

**Location:** Touring

**Tasks & Responsibilities** Assist with loading in, setting up, & loading out the production

Aiding the Tally/4th Judge with:

- assisting with adjudication
- distributing awards to competitors
- maintaining accurate records of award levels for each entry
- preparing and labeling the appropriate award for each routine
- communicating messages to other departments as needed
- assisting with generating various reports for all awards presentations
- general clean-up and preparation of department spaces

Additional tasks may be assigned on a case-by-case basis

**Experience & Qualifications** Strong communication, organization & problem-solving skills

Must have a positive and professional attitude

Must be able to work well under pressure

Must be able to take direction from Front of House Director

Must be cooperative with teammates

Must be willing to assist where needed

Must be able to lift (at minimum) 20 lbs

Able to stand for long periods of time

Able to & available to travel within 24 hours of event start/finish

Prior experience working with children preferred

Prior experience working in a competition setting preferred

Must have a valid government-issued ID or Passport

**Compensation** Dependent on Experience & Event Length