

POSITION INFORMATION

Reports To	Board of Directors		
Status	Part-Time		
Location	Remote with travel required for meetings and events		
Compensation	Commensurate with qualifications and experience		
Application Deadline	September 13, 2026	Expected Start Date	January 1, 2027

Thank you for your interest in the Program Director position. Please complete this application thoroughly. Attach additional pages if necessary. All information will be kept confidential and reviewed by the Board of Directors.

SUBMISSION: Email the completed application and resume to dance@cnadm.com by September 13, 2026.

APPLICANT INFORMATION

Full Legal Name *

Best Email Address *

Cell Phone Number *

APPLICATION QUESTIONS

1. Why are you interested in the Program Director position, and what attracted you to our organization? Please describe your understanding of our mission and goals and how you believe you can contribute to advancing them.

Please provide complete, concise responses. Additional pages may be attached if needed.

PROFESSIONAL EXPERIENCE & LEADERSHIP

2. Describe the professional experience that has best prepared you for this role. Include your experience developing, managing, or growing dance programs, as well as your knowledge of the dance industry and the professional relationships you have developed throughout your career.

3. Describe your experience managing budgets, coordinating events, and collaborating with stakeholders such as hotel staff, faculty, boards, committees, and vendors. Explain how you would manage the communication, organization, and responsiveness required for this position.

4. Describe your leadership style, organizational skills, and personal qualities that make you well-suited for this position. Include an example of a challenging situation you encountered while leading a program, event, or team, how you handled it, and the outcome.

SKILLS & ADDITIONAL INFORMATION

5. Please rate your proficiency in the following on a scale of 1-10 (10 being highly proficient):

Software / Platform	Rating
Microsoft Word	
Microsoft Excel	
Google Drive / Google Workspace	
Social Media Management / Marketing	
Zoom or other virtual meeting platforms	

6. Is there anything else you would like the Board to know that would assist us in evaluating your candidacy?

7. What are your compensation expectations for this position? Please provide your desired salary or salary range.

PROFESSIONAL REFERENCES

8. Please provide three professional references (Name, Title/Relationship, Organization, Phone, Email).

Reference 1

Name

Title / Relationship

Organization

Phone

Email

Reference 2

Name

Title / Relationship

Organization

Phone

Email

Reference 3

Name

Title / Relationship

Organization

Phone

Email

REQUIRED ATTACHMENT

9. Please attach your resume.

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Resume attached

APPLICANT CERTIFICATION

I certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any false statements or omissions may disqualify me from consideration.

Applicant Signature

Date