Education Support

American Dance

Duties and Responsibilities for Managers

- Personal
  - Arrive early/stay late
  - Be observant/avoid and solve problems
  - Accept criticism/keep positive attitude
- Audio/Video Equipment
  - Have correct music downloaded on prepared device
  - Check battery levels on portable equipment before going outside
  - Check sound system daily, manage cords
  - Make music available for team members via USB, online folder, etc.
  - Know how to record video of team practices/performances
  - Never leave audio or video equipment unattended
- General Business
  - Be organized
  - Do filing
  - Make checklists
  - Keep accurate records
- First Aid Skills
  - Know location of medical forms
  - Be familiar with any medical/dietary needs of team members
  - Know what to do in an emergency
  - Keep a first aid kit:
    - Bandaids, ointment, burn cream, alcohol/wet wipes, gauze squares, tape (several sizes), ziploc bags (for ice), tissues, disposable rubber gloves, safety pins, tweezers, ace bandages, feminine products, etc.
- Costumes & Props
  - Keep Inventory
  - Issue and re-collect
  - Keep in good condition/report damage to director
  - Communicate with director about items needed