



Dancers Inc. Careers

Title: Tally Director

Type: Seasonal/Part-time

Duration: February 2017 – July 2017

Location: Touring

Tasks & Responsibilities

Setting up, breaking down, and operating the tabulation system (including the judges' tablets)
Overseeing the awards prep position
Monitoring the judging panel
Maintaining accurate records of adjudication scores for each entry in both written and electronic form
Answering any questions Studio Directors may have in regards to scoring
Managing & overseeing the Table department

- tally, judges, and sound

Communicating messages to other departments as needed
Generating various reports for all awards presentations
Direct clean-up and preparation of department spaces
Ensuring that all materials are properly prepared and filed into the studio packets
Oversee the distribution of studio packets to the studio directors
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