

Job descriptions

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| position | instructor for dance/ yoga/ pilates/ workout (m/f/d) |
| styles | <p><u>dance:</u> hip hop, breakdance, partner dance (standard and Latin - American), afrobeats, latin dance, popping, locking, house, ladystyle, high heels, senior dance, early musical education, urban choreography, commercial, strength and stretch, stretch and relax, ballet, jazzdance, krumping, voguing, jazz hip hop, contemporary, modern dance, etc.</p> <p><u>yoga/pilates:</u> vinyasa flow, yin yoga, hatha yoga, ashtanga yoga, pilates, etc.</p> <p><u>workout:</u> barre fitness, strength and stretch, stretch and relax, full body workout, breakletics, etc.</p> |
| your profile | <p>You are already training for many years, you can transfer your passion and you want to pass on your know-how to other people. You are motivated to bring in some new energy into the dance culture of Greifswald and Mecklenburg Vorpommern together with us.</p> <p>You are a team player, well organised and reliable.</p> |
| division | Dance Academy |
| aim of the position | The instruction of high-quality and demanding lessons in dance/ yoga/ pilates/ fitness. |
| person of contact | DAP office |

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| position | PR management (m/f/d) |
| working tasks | <ul style="list-style-type: none"> - development of marketing strategies and campaign planning - corporate design of the Dance Academy - press releases, contact with advertising operators - management of all marketing products - co-management of the Dance Academy App |
| your profile | <p>You are a team player, well organised and reliable. You are familiar with the common MS office systems, you have an understanding of PR and brand communication and possibly already some first working experiences. Social media, especially Instagram and TikTok, are familiar to you. You speak German on a native language level and you are able to master English in speech and writing.</p> |
| division | Dance Academy office |
| aim of the position | The aim of the position is to plan and carry out the public appearance of the Dance Academy in order to present the company in its best possible way. |
| person of contact | DAP office, CEO |

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| position | social media management (m/f/d) |
| working tasks | <ul style="list-style-type: none"> - development and realisation of social media contributions on the various social networks - management of all social media accounts |
| your profile | You are creative, a team player, well organised and reliable. You are familiar with all our common social media platforms (Instagram, Facebook, TikTok, Youtube, Twitch). You enjoy it to create creative and varying content. You are familiar with image editing and used to some helping creator programs such as Canva and Gimp. You speak German on a native language level and you are able to master English in speech and writing. |
| division | Dance Academy office |
| aim of the position | The aim of the position is the planning and realisation of the appearance in all the different social networks and the development of the social media content. |
| person of contact | DAP office, CEO |

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| position | event management (m/f/d) |
| working tasks | <ul style="list-style-type: none"> - organization and realisation of events (parties, dance battles and other events) - contact to other dance schools (nationwide) for common events - planning and realisation of event advertising strategies in cooperation with our social media team |
| your profile | You are creative, a team player, well organised and reliable. You have fun with the preparation, implementation and follow-up work on different monthly events. You have a creative mind for new concept ideas and extraordinary events. You speak German on a native language level and you are able to master English in speech and writing. |
| division | Dance Academy office |
| aim of the position | The aim of the position is the planning and implementation of events, dance performances and the participation of the Dance Academy in different battles. |
| person of contact | DAP office, CEO |

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| position | coffee shop management (m/f/d) |
| working tasks | <ul style="list-style-type: none"> - shift organization of the coffee shop staff - product management - product calculation (planning and shopping) - servicing - production of sales products - contact person for the DAP Office - sales control - control of product quality and hygiene regulations - maintenance of the coffee shop - management of member registrations - production of video content for social media |
| your profile | <p>completed professional training in:</p> <ul style="list-style-type: none"> • caterer/ restaurant specialist • specialist in hotel and restaurant business <p>or comparable</p> <p>You are a team player, well organised and reliable. You are friendly in dealing with customers, you have a positive appearance and you are a great organizer.</p> |
| division | Dance up Café |
| aim of the position | The aim of the position is to manage and supervise the Dance up Café and to ensure a smooth running of the coffee shop. |
| person of contact | DAP office, CEO |

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| position | staff member coffee shop (m/f/d) |
| working tasks | <ul style="list-style-type: none"> - servicing - member support - production of sales products - member registrations - production of video content for social media |
| Your profile | <p>You are a team player, well organised and reliable. You are friendly in dealing with customers and you have a positive appearance. You are able to handle stressful situations and still got fun at work when things become fast and hectic.</p> |
| division | Dance up Café |
| aim of the position | The aim of the position is to provide high quality café services and customer care. |
| person of contact | coffee shop management |

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| position | payroll clerk (m/f/d) |
| working tasks | <ul style="list-style-type: none"> • service and course planning (Planday, Fitogram) • relief of the tax accountant • correction, control and coordination of the work time account • preparation of salary statements • management of personnel records • control of new and leaving employees • data management • compliance of the basic data protection regulations |
| your profile | <p>completed vocational training as</p> <ul style="list-style-type: none"> • businessman/businesswoman for office management • personnel accountant • financial accountant <p>relevant experience in the field of personnel management</p> |
| division | DAP office |
| aim of the position | The aim of the position is to ensure the data protection and the legal mandatory personnel accounting. |
| person of contact | CEO |