

CAROLINE BURDEN

Choreographer, Educator, and Administrator

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ABOUT ME

Joy and community are the center of my practices as an artist and an educator. I strive to use dance and theatre to build relationships and create connections rooted in kindness. My belief in the importance of the arts continues to push me to grow as a person and artist. I have strong skills as a communicator and can get information to any group or individual effectively, efficiently and while having fun. I am passionate about pushing the performing arts industry into the future with accessibility and progress at the helm.

EXPERIENCE Northfield Mount Hermon - Adjunct Dance Instructor

January 2024 - Present

Responsibilities included:

- Create and manage rehearsal schedules amid dynamic school calendar.
- Design program and poster art for all shows and promotional materials.

- Collaborate with theatre, music and tech departments to bring large performances to the stage.
- Choreograph narrative and non-narrative dance concerts
- Teach daily technique classes in a variety of styles to 9th - 12th graders

Suncoast Dance Academy - Dance Instructor/Musical Theatre Director/Administrative Assistant

August 2022 - December 2023

Responsibilities included:

- Teach and choreograph for students 2 - 18 in Tap, Jazz, Ballet, Lyrical, Musical Theatre and Acro Dance.

- Direct yearly holiday performance in the community.
- Work as an administrator and customer service rep in the office and front desk.

Rein Teen Tours - Tour Director

May 2022 - August 2023

Responsibilities included:

- Plan departures and arrivals in a timely manner and factor in needs of the children.
- Manage 4 counselors while continually being flexible and a problem solver on the go.
- Organize expenses and record daily expense reports.

- Lead a large group consisting of 45-50 teens through a packed itinerary. Managing 4 other counselors.
- Communicate with parents and family for discipline as well as sickness/injury.
- Attentive to all campers and their unique personalities and needs.

Pine View Middle School - Dance Teacher

October 2022 - May 2023

Responsibilities included:

- Work effectively with diverse populations.
- Create and clearly conveying dance concepts to a variety of skill levels.
- Ensure a safe and positive learning environment by managing and documenting behavior issues and conflicts between students.

- Engage and manage students with physical, mental and emotional differences and difficulties.
- Communicate daily with administration, co-workers, parents and students regarding progress, successes and concerns.
- Fully producing shows from inception to choreography to marketing.

Ja'Duke Center for the Performing Arts - Director

May 2018 - June 2022

Responsibilities included:

- Collaborate with directors, stage managers, lighting and set designers, and more to produce and choreograph full length, junior and kids musicals.
- Communicate with families and students both in person, via text, and widely via email.
- Create and maintain multiple websites including an online storefront.
- Teach a variety of dance styles and choreographing musicals.
- Direct and choreograph for children ages 2-18.

- Plan community performances and trips to see live professional performances (including a trip of 160 people to Disney World).
- Create and facilitate 9 weeks of summer camp programs.
- Manage a team of teachers and assistants.
- Manage social media and marketing for performing arts center and all shows.
- Cut music, and operate lights and sound for theater performances.
- Organize all information for rehearsal schedule, shows, programs, and special events.

EDUCATION Goucher College - BA Dance, Magna Cum Laude

September 2014 - May 2018

**Dance Lab/New York
Choreographers Intensive**

Summer 2019

**Accademia dell'Arte -
Semester abroad in Italy**

Winter/Spring 2017