



Quick Facts to Know Before Scheduling your Residency with Mark Morris Dance Group

1. **If you are interested in a technique class, your dance style choice is up to you** – We love all forms of dance and we are happy to provide any of them at your organization! The Community Education Programs Manager is happy to chat with you about what might best fit your community. Please keep in mind that techniques like Zumba and Kukuwa are more difficult to schedule due to a smaller pool of faculty qualified to teach in those forms.
2. **Your scheduling needs are our priority** – You know your students and your organization’s schedule best. We appreciate that you want to make it work on our end, too, but it really is easier if you send your ideal schedule to the Community Education Programs Manager. Then, we can reach out to our faculty to see who is able to take it on. With a large team of Teaching Artists, Musicians, and Assistants on faculty, we can usually find someone who has a schedule that matches yours.
3. **Our Teaching Artists, Musicians, and Assistant Teaching Artists are our employees** – we take pride in hiring our faculty as employees of our organization and not as contractors, providing them with access to the benefits associated with that status. As a result, we are responsible for their scheduling. We are glad to be flexible if you need to change the schedule or add an event to your residency, but ask that you please communicate with the Community Education Programs Manager and not the faculty who work at your location.
4. **Our faculty often work for more than one employer** – If you don’t know what a Teaching Artist is, you can learn more by [reading here](#). We work hard to ensure our teaching artists are able to manage their schedules effectively by communicating residency information to them in an efficient, timely way. The more information you can share prior to the beginning of a residency about the logistics of the residency, including dates your organization is closed, or special events you envision us participating in, the better prepared our Teaching Artist will be to provide quality dance education to your community.
5. **Our faculty are specialized** – It’s important to us to provide the highest quality instruction. To support that, we hire Teaching Artists, Musicians, and Assistant Teaching Artists who have spent many years studying one or two dance techniques to their highest level. As a result, someone who teaches hip-hop for us is often not the same person who teaches modern dance. If you choose to run these two types of classes back to back, you should expect the pricing to be different, as we will need to hire two different teachers.
6. **Order of Operations** – Generally the steps to setting up a residency are as follows:
 - a. Email inquiry to Community Education Program Manager
 - b. Needs of partner determined – class type, duration, etc.
 - c. Schedule and Pricing of Residency confirmed by partner and MMDG
 - d. Photo and Video waiver protocol determined with partner
 - e. Staffing of Teaching Artist, Assistant Teaching, and/or Musician confirmed by MMDG
 - f. Letter of Agreement fully executed by both partner and MMDG
 - g. Site visit to partner location with all staff attending for new partnership
 - h. Pre-Residency emails re-confirming schedule and staff sent
 - i. Invoices sent to partner from MMDG’s Finance department
 - j. Residency begins!