



**Imperial Society of
Teachers of Dancing**

Volunteer ISTD Country Representative – Canada and USA (East and Central)

Role descriptor

Liaising with: ISTD International Representative - Americas

Company Summary

The Imperial Society of Teachers of Dancing (ISTD) is a registered educational charity and membership association. Our mission is to educate the public in the art of dancing in all its forms: to promote knowledge of dance; provide up-to-date techniques for members and maintain and improve teaching standards.

With 6,000 members in over 55 countries worldwide, the Society conducts approximately 90,000 examinations each year. Our vibrant international member community is championed by five dedicated International Representatives who provide regional support, insight, guidance, and advocacy.

The Society aspires to be a world leader in dance education, setting the benchmark for best practice through our extensive syllabi and teacher training, and creating communities of well informed, connected and engaged members across the world.

Our Values

- **Quality:** We are trusted to provide excellent dance teaching, training, qualifications, and services (to our members and students)
- **Inclusion:** We are a global family that is committed to improving diversity and equal opportunity
- **Innovation:** We strive to be creative in our thinking to deliver dynamic solutions that make a difference (to dance education)
- **Passion:** We are dedicated to inspiring future generations of dancers and teachers.
- **Integrity:** We always do the right thing. With precision, pace and passion.

The main purpose of the role

As a volunteer Country Representative, you will serve as an ambassador for the Society – welcoming dance teachers from your country or countries into membership and supporting members in their local language. Your role will include sharing key ISTD messages and news, fostering networking, and promoting membership to non-members and qualified teachers interested in teaching the ISTD syllabus.

You'll support the International Representatives by assisting with member liaison in local languages, translating for meetings and communications, attending member meetings and supporting effective communications.

From time to time, as a volunteer you will be invited to assist with local events support. Occasionally you may be asked to undertake paid assignments in relation to the organisation and delivery of exams, events or CPD in your country,

The Society will provide you with appropriate induction training to support you in this volunteer role, including guidance on UK/EU GDPR and data handling, safeguarding, and best practice in social media use.

Summary of Role

The role of the Country Representative is to:

- Promote membership, CPD and events in your allocated country/ies to members, prospective members and students
- Support members and prospective members in their local language
- Be willing to support local events
- Be willing to undertake more in-depth paid assignments to support running the exams, CPD and events
- To liaise with International Representatives and work collaboratively across the wider international region to grow ISTD membership and support local ISTD community

Key responsibilities:

1. Serve as an ambassador for the ISTD within your designated country/ies, promoting the value and importance of quality dance education.
2. Support Society-led initiatives by encouraging member participation in CPD courses, networking events and local member meetings, and supporting ISTD with the organisation.
3. Participate in twice yearly member meetings relevant to the countries you support.
4. Contribute to social media and communications in local language

5. Gather and summarise member feedback to share with the ISTD, helping inform future developments.
6. Act as a point of contact for ISTD members in your country, offering guidance and support.
7. Collaborate closely with ISTD staff to develop and share communications, resources, and membership offers relevant to your region.
8. Engage with fellow Country Representatives to share best practice, resources, and local knowledge.
9. Liaise with International Representatives to ensure cohesive and consistent support across the wider region.
10. Identify both opportunities and barriers to membership participation, providing updates and insights to the relevant ISTD departments or contacts.
11. Attend an annual ISTD meeting to share local insights and contribute to broader discussions on practice and strategy.
12. Adhere to the ISTD's data protection policies and procedures when handling member information.

Remunerated assignments:

1. From time to time be willing to undertake specific, more in-depth remunerated assignments, where applicable, to assist with the running of exams, CPD or events.

Person specification

The Country Representative must demonstrate:

- Experience in working with communities across the designated geographic area within a dance environment.
- Experience of liaising with ISTD members.
- Fluent in both local language and English (if applicable)
- Excellent organisational and presentational skills.
- Ability to research and report on findings.
- Ability to work collaboratively with ISTD teams and members.
- Good IT skills with good working knowledge of Microsoft Office.
- Strong communication and negotiation skills at all levels. Adept at problem solving.
- A commitment to the principles of equal opportunities and diversity and the application of these throughout all activities.
- Ability to respect confidentiality and GDPR data protection.
- Ability to meet deadlines.
- Willing social media user.
- Highly motivated professional with a flexible, can-do attitude.
- Current ISTD Full Teaching member.

- Upholding ISTD values with professionalism and neutrality, able to manage conflicts of interest

Support and Training

- Volunteer handbook
- Report to: International Representative (International Representative will feed back to Head of Membership)
- Support from ISTD departments

Equal Opportunities

The Society values diversity of thought and experience. We welcome applications from anyone regardless of their age, disability, ethnicity, heritage, sexuality, gender, and socio-economic background. If you have any access needs or there are any barriers to access please let us know this in your application or if you would like to discuss any of this prior to applying please email: [**membership@istd.org**](mailto:membership@istd.org)

Method of Application

To apply, please send a written expression of interest and CV to [**membership@istd.org**](mailto:membership@istd.org) . The expression of interest should summarise how you are able to contribute to the Society's international activities and meet the elements required within person specification. We will also accept video submissions.

The successful candidates will also be required to provide details of one recent reference/supporter for their application.

Applications Close: August 31 2026 (5pm UK time) following expression of interest period

Interviews: Zoom interviews (will be arranged to accommodate candidate needs and time zones)

Estimated Start Date: September 2026