

Wednesday, November 2, 2011

Director of Education

Please send a resume, cover letter, three (3) references and the following to jobs@dancewave.org with subject line **Director of Education** by November 18, 2011. [Share](#) | [Print](#) | [Download](#)

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JOB DESCRIPTION:

Dancewave's Director of Education is responsible for day-to-day management and administration of The School at Dancewave, including:

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- Working closely with the Executive/Artistic Director to plan classes, semesters and educational curriculum.
- Overseeing communications with parents and students about any and all issues, from behavior policies to tuition and payment plans.
- Coordinating scholarship auditions and manage scholarship award process.
- Securing choreographers and teaching artists for the Dancewave companies in collaboration with Executive/Artistic Director.
- Scheduling all school dates and developing class schedules.
- Tracking and interpreting class enrollment data.
- Booking and managing relationships with outside satellite locations for ongoing Dancewave classes.
- Working with Director of Marketing to produce content for all marketing materials.
- Assisting the Executive/Artistic Director in interviewing and hiring.
- Preparing contracts for all faculty and teaching artists.
- Managing monthly faculty payroll.
- Managing all faculty and teaching artists in addition to coordinating substitution teachers when needed.
- Training and managing school administrative staff .
- Managing high school and college interns.
- Coordinating faculty and student schedules for all Dancewave performances.
- Preparing for and attending parent meetings with all Dancewave companies and ensembles.
- Taking a leadership role within the Dancewave team at all productions and speaking publicly at Dancewave events.
- Opening and closing the studio when needed.

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KNOWLEDGE, SKILLS AND ABILITIES:

Required

- B.A. in Liberal Arts, Dance, Education or other related fields
- 5-7 years work experience in arts nonprofit; dance education management preferred
- Superb written, verbal and interpersonal communication skills
- Understanding of and/or experience in dance training
- Thorough knowledge of theater/dance production
- Experience managing people
- Obsessive attention to detail
- Ability to work well under pressure, be highly organized and solve problems quickly

- People-friendly attitude—must enjoy interacting with babies, kids, adolescents, and parents
- High fluency in Microsoft Word and Excel; knowledge of MindBody software a plus
- Ability to learn new computer software programs
- Positive, flexible, can-do and team player attitude

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Preferred

- MS, MFA, MA, MPA or another related degree
- Spanish language knowledge a plus

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Visit www.dancewave.org for more information on the organization.

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