Thursday, February 26, 2015

Arts Education Coordinator

Company: Dancewave
Location: Brooklyn, NY
Compensation: Commensurate with Experience

▶ Share | Print | Download

Dancewave seeks an experienced and highly organized individual with superior communication skills and an entrepreneurial spirit to take on the role of Arts Education Manager/Production Coordinator. This position holds a 2+ year commitment, with potential for growth in Dancewave organization salary, title and benefits.

POSITION: Arts Education Manager/Production Coordinator

SALARY: Commensurate with experience; health benefits; flexible vacation

REPORTS TO: Executive/Artistic Director

STATUS: Full time 40 hours/week; must be available for occasional weekend productions and meetings

START DATE: March 2015

Job Description

Dancewave's Arts Education Manager/Production Coordinator is responsible for the day-to-day management of D-Wave in Motion, Dancewave's Arts in Education Program for NYC public schools, as well as the lead coordinator of two Dancewave productions: Dancing Through College and Beyond and Spring Celebration.

Arts Education

D-Wave in Motion responsibilities include (but not limited to):

-A proactive advocate and promoter for Dancewave in the field

-Responsible for securing a minimum of 15 in-school/after-school residencies per school year and 25 Master Classes through the Master Class Tour outreach initiative.

-Primary contact for all communication with client schools to plan, coordinate and tailor dance residencies to the specific needs/interests of each school

-Scheduling residency terms, planning meetings, performances, reflection and follow-up meetings.

-Hiring Teaching Artists for residencies and communicating regularly about their residencies, both in-school and after school

-Creating invoices and contracts to DOE, client schools, and teaching artists

-Documenting all aspects of each residency/workshop

-Developing evaluative rubrics for measuring impact of D-Wave program in each school

-Documenting feedback from teachers, teaching artists, students and school administrators

-Attending/documenting final showings and performances in the schools

-Organizing and managing all aspects of MASTER CLASS TOUR, a Dancewave outreach program open to all NYC public schools; opportunity for schools to receive one FREE Dancewave Master Class Workshop (25 schools per year)

-Writing program descriptions for Arts Education grants, website or marketing materials in conjunction with Development Associate

Production Coordination

Dancing Through College and Beyond/Spring Celebration responsibilities include (but not limited to):

-Scheduling and Participants - managing all production aspects of these two events including communication and solicitation of outside vendors, Dancewave students, faculty and staff

-Budget and Time Management - Creating tech/ staff schedules and production timetables; delegating production roles for staff support team; hiring lighting, sound, videography/photography crew

-Working with the Design and Marketing Consultant to produce program/marketing materials

-Lead Production/Stage Manager with assistance from other DW staff at the events

KNOWLEDGE, SKILLS AND ABILITIES

Required:

-B.A. in Liberal Arts, Dance, or Education

-Business or finance related skills

-Superb written, verbal and interpersonal communication skills

-Background in dance with an understanding of and/or experience in dance training

-Thorough knowledge of theater/dance production

-Extensive theater/dance production experience

-Experience managing people

-Obsessive attention to detail

-Ability to work well under pressure, be highly organized and solve problems quickly

-People-friendly attitude—must be able to coordinate and manage students, teaching artists and school teachers/assistant principals

-High fluency in Microsoft Word and Excel; knowledge of MindBody or Salesforce software a plus

-Ability to learn new computer software programs

-Positive, flexible, can-do and team player attitude

Preferred:

-Knowledge of Common Core Standards, New York State Standards and Blueprint Standards for NYC Public Schools

-Understanding of DOE rules/regulations and NYC Council funding (CASA, Discretionary)

WORKING ENVIRONMENT:

-Five (5) staff members

-Small office adjacent to dance studio

-Includes off site meetings and site visits

TO APPLY:

Please send a resume, cover letter, and three (3) references to jobs@dancewave.org with subject line Arts Education Manager/Production Coordinator as soon as possible.

NO PHONE CALLS. ONLY EMAILED APPLICATIONS WILL BE CONSIDERED.

ABOUT DANCEWAVE:

Dancewave, Inc., a nonprofit dance center in Brooklyn, New York, was founded in 1995 by dancer/choreographer Diane Jacobowitz. Dancewave uses an innovative model of dance education that combines rigorous training and mentoring by accomplished dance professionals in a nurturing and non-competitive environment. Its core programs areas are: dance education for students of all ages and backgrounds in the Dancewave School; training and presenting pre-professional dance companies; and arts in education programs in New York City public schools.

Dancewave companies have been featured on PBS and have performed at: New York State's Governor's Arts Awards, the Joyce Theatre, The Kitchen, DanceNOW Festival, the City Parks Foundation's Summerstage, and the renowned Jacob's Pillow Dance Festival in Massachusetts. In 2010, Dancewave was the only company chosen to represent the United States at the prestigious Aberdeen International Youth Festival in Scotland. Dancewave serves 3,700 students annually, and Dancewave Company graduates have a 100% college admittance rate.

For more information, please go to: www.dancewave.org.

Dancewave
45 4th Avenue
Brooklyn, NY, 11217
www.dancewave.org

For more information:
Diane Jacobowitz
jobs@dancewave.org