

Tuesday, April 11, 2017

## D-Wave in Motion Coordinator

Compensation: Based on experience

► [Share](#) | [Print](#) | [Download](#)



### D-WAVE IN MOTION COORDINATOR

Part-time position, estimated 25-30 hours with potential for growth Dancewave's D-Wave in Motion program brings dance programming into New York City public schools and community centers across all five boroughs. D-Wave in Motion offers a wide variety of dance disciplines and Diasporas such as West African, Hip Hop, Ballet, Jazz, Classical Chinese, Cuban Salsa and Creative Movement. The D-Wave in Motion Coordinator is directly responsible for overseeing and coordinating all outreach and offsite dance classes through our residency programs, master classes and Dancewave Company performance tours.

#### Responsibilities:

##### Arts in Education | Residency Program

- Proactive advocacy and promotion of dance education
- Secure and grow the minimum of 15 in-school/after-school and community center residencies per school year and 10-12 Master Classes through the Master Class Tour (MCT) outreach initiative

- Serve as primary contact for all communication with client schools/centers to plan, schedule and tailor dance residencies to the specific needs/interests of each school

- Create content and produce annual teacher training in August in collaboration with Director of Education and Executive/Artistic Director

- Schedule residency terms, planning meetings, performances, reflection and follow-up meetings

- Hire qualified Teaching Artists for residencies

- Manage Teaching Artist roster and documented staff evaluations

- Create invoices and contracts for NYC DOE, client schools and Teaching Artists

- Document all aspects of each residency/workshop, via video/photo and regular site visits

- Using evaluative rubrics, measure impact and effectiveness of D-Wave program in each school as well as impact on all stakeholders

- Document program feedback from stakeholders, including classroom teachers, D-Wave Teaching Artists, students and school administrators

- Attending/documenting final showings and performances in the schools

- Create regular program reports for Director of Education and Executive/Artistic Director Arts in Education | Master Class Tour & Scholarship Initiative

- Organize and manage all aspects of Master Class Tour (MCT), a Dancewave outreach program open and free to all NYC public schools

- Secure and strategically schedule 10-12 Master Classes/Partner Schools

- Outreach to a minimum of 100 public schools/dance teachers with MCT opportunity application

- Hire and oversee Teaching Artists, ensuring staff serve as ambassadors for Dancewave's brand

- Promote Dancewave Scholarship Initiative and educational programs at partner schools

- Plan on-site and off-site scholarship auditions in collaboration with Director of Education and Executive/Artistic Director

- Manage scholarship and program invitation letters and communication Program Development

- Write program descriptions for Arts Education grants, website or marketing materials in conjunction with Development Associate and Marketing team

- Support Development Associate and Executive/Artistic Director with applications for City Council Discretionary Funding, CASA and SU-CASA, government funding and attending advocacy meetings with City Council

- Work collaboratively with Director of Education and Executive/Artistic Director in programming and special initiatives to support the growth of educational programming at Dancewave and beyond Program Support

- Assist and attend all special events hosted by Dancewave, including but not limited to Holiday Fiesta performances, Dancewave's Gala, Dancing Through College & Beyond, and Spring Celebration performances

#### Required Qualifications:

- Basic business skills, comfortable with creating and managing budgets

- Superb written, verbal and interpersonal communication skills

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

- Passionate about dance education in the public schools

- Thorough knowledge of theater/dance production a?? Experience supervising others

- Obsessive attention to detail and organization

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

- Professional communication with students, Teaching Artists and school administration

- Fluency in Microsoft Office programs and Google suite

- Ability to learn new computer software programs

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

#### Preferred Qualifications:

- Bachelor's Degree in Liberal Arts, Dance, Education or related field

- 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)

- Proficiency with Salesforce Working Environment: a?? Four (4) full-time staff members

- Small office adjacent to dance studio

-Position requires off-site meetings and site visits

To Apply: Send cover letter and resume with three (3) references to [jobs@dancewave.org](mailto:jobs@dancewave.org). No phone calls please. Qualified candidates will be contacted for an interview.

---

[< back](#)

[previous listing](#) • [next listing](#)