

Tuesday, May 7, 2019

## Dancewave seeks School and Community Programs Coordinator

Company: Dancewave

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### School and Community Programs Coordinator

Part-time position, estimated 15-20 hours with potential for growth. Dancewave's School and Community program brings dance residencies into New York City public schools and community centers across all five boroughs. The Dancewave program reaches 40 schools, 5,000 students in all five boroughs, offering a wide variety of dance disciplines such as West African, Hip Hop, Ballet, Jazz, Classical Chinese, Cuban Salsa and Creative Movement. In addition, we serve senior and community centers as well as classes for students with disabilities. The School and Community Programs Coordinator works alongside the Director of Schools and Community Programs in coordinating all public school residencies and community dance classes through our residency programs, master classes and senior center programs.

#### Arts in Education | Residency Program

Assist in communicating with client schools/centers to plan, schedule and tailor dance residencies to the specific needs/interests of each school

Assist in hiring and overseeing Teaching Artists, ensuring staff serve as ambassadors for Dancewave's brand

Attend residencies check ins, final showings and performances in the schools

Substitute if necessary as Teaching Artist/Teaching Assistant.

Create supplementary materials for grants including CASA, SUCASA and CII.

Document all aspects of each residency/workshop, via video/photo.

#### Arts in Education | Master Class Tour & Scholarship Initiative

Organize and manage all aspects of Master Class Tour (MCT), a free program in the public schools throughout the five NYC boroughs

Assist in coordinating Dancewave's Moving Together Dance Series, a free dance class open to the community at various community partner locations.

Collaborate with Dancewave's Education team in providing in-school auditions for Dancewave's ASDI/SDI Auditions (Dancewave's Advance Summer Dance Intensive/Summer Dance Intensive)

In collaboration with Dancewave's Marketing team, advertise the Masterclass Tour workshops to over 100 public schools.

#### General Administration

Create, send and follow up with invoices and contracts for NYC Department of Education, client schools, Teaching Artists and community partners

Create regular program reports for Director of Community Programs and Executive/Artistic Director

Ensure that the 'Schools and Community' Google Drive is organized and up to date year-round.

Organize and update School and Community Calendar on a weekly basis.

#### Additional Dancewave Programs Support

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

#### Requirements:

Bachelor's Degree

At least two years experience working within Dance Education.

Superb written and verbal communication skills

Highly detail oriented

Positive and professional demeanor, flexible, can-do attitude

Advocate for the Arts and Dance Education

Interest in Dancewave's mission and commitment to serving youth

Proficient in Microsoft Office Suite (Word, Excel, Power Point) or Google doc system

Knowledge of the dance world

Minimum 15-20 hours per week. Additional hours may be required occasional evenings and/or weekends.

Compensation dependant on experience.

For consideration please submit a resume and cover letter to [Jobs@dancewave.org](mailto:Jobs@dancewave.org)

Dancewave is an equal opportunity employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, military status, or any other protected class. People of color, women, LGBTQ individuals, and people with disabilities are strongly encouraged to apply.

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Dancewave

For more information:  
Maleni Cruz  
[jobs@dancewave.org](mailto:jobs@dancewave.org)

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