

Tuesday, July 6, 2021

Community Programs Coordinator

Company: Dancewave, Inc
Location: Brooklyn, NY

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Dancewave

Transforming lives through dance

Dancewave seeks a passionate and growth-minded individual to coordinate the organization's expansive community program. This is a full time, 40 hour per week, benefits-eligible non-exempt position with a flexible work arrangement. The Community Programs Coordinator reports to the Director of Programs & Partnerships and works closely with a small team of programs staff who manage adjacent educational programs.

About Dancewave:

Dancewave provides access to supportive and empowering dance experiences that center social, emotional and cognitive development through movement. Developing programs to meet community needs, we use dance as a vehicle for transformation, expression, active citizenship and self-reflection. Dancewave creates quality dance education with a focus on transformation and empowerment. We teach participatory learning, decision-making, empathy and self-expression; helping participants to understand themselves in relationship to other people and larger systems, and to become more active members of their community. For more information on our vision, values and portfolio of services, please visit www.dancewave.org.

Position Summary & Responsibilities:

Dancewave's Community Programs Coordinator will serve as the main point of contact for the organization's community program residences, liaising among all relevant stakeholders and coordinating all aspects of individual residencies to ensure quality experiences for all. Working closely with and supporting the Director of Programs & Partnerships, the Community Programs Coordinator will actively engage in outreach efforts to expand partnerships with local school and community organizations.

Start Date: August 1, 2021

Location: Hybrid position - Dancewave, 182 Fourth Ave Brooklyn / Remote / Public Schools

The Community Program Coordinator's responsibilities include:

- Collaborate with the Director of Programs & Partnerships and Executive Director to curate Teaching Artist roster, ensuring Teaching Artists serve as ambassadors for Dancewave's mission.
- Working with the Director of Programs & Partnerships to pair Teaching Artists with school partners based on program goals and individual needs
- Manage communications with School Administrators to plan, schedule and tailor dance residencies to the specific needs/interests of each school
- Manage contract negotiations and processing, invoicing and payment
- Coordinate Teaching Artist payroll
- Manage data tracking for all residencies
- Coordinate residency and performance schedules with School Administrators and Teaching Artists
- Support student recruitment and retention for Dancewave's Company Program through community programs
- Attend first sessions, midpoint check-ins, and final showings and performances

- Create supplementary materials for grants including NY City Council Initiatives
- Document all aspects of each residency/workshop, with video/photo when applicable

Successful candidates will have:

- A minimum of two years experience working in Dance Education
- Superb written and verbal communication skills
- High attention to detail
- Positive and professional demeanor, flexible, can-do attitude
- Interest in Dancewave's mission and commitment to serving youth
- Proficiency with Microsoft Office Suite (Word, Excel, Power Point) and G-Suite
- Knowledge of the NYC dance community
- Interest or experience in arts advocacy

Compensation:

Dancewave offers a comprehensive benefits package including generous paid time off and health benefits, invitation to matching 401k program for tenured staff and perks such as access to complimentary classes and studio space. This position will start at \$35,000-\$40,000 per annum, with ample opportunity for growth.

Application Instructions:

Interested parties should send a letter of interest and resume to jobs@dancewave.org. Please include "Community Programs Coordinator" in the subject line and attach all documents in PDF format.

Anti-Discrimination Statement:

Dancewave does not discriminate on the basis of race, ethnicity, religion, gender identity, gender expression, age, national origin, disability, marital status, sexual orientation, or military status in any activities or operations. Furthermore, Dancewave is committed to upholding equitable hiring practices in alignment with our values and all applicable federal/state guidance. Dancewave leadership strives to hire applicants who represent the diverse communities who participate in our programming; actively identifying, encouraging and recruiting applicants from underrepresented populations. Employee mental and physical wellbeing is prioritized.

Dancewave, Inc
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For more information:
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