Thursday, June 16, 2022

# Work Exchange Program: Late-summer Applications Open

Company: Dancewave
Location: Brooklyn, NY



Dancewave

Transforming lives through dance

START DATE: August 2022 *first week*

ORGANIZATIONAL BACKGROUND: 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. We engage our diverse audience through an expansive platform of dance performances and classes, dance residencies, college readiness events and subsidized studio rentals, reaching over 6,000 students annually.

For more information on our vision, values and portfolio of services, please visit www.dancewave.org.

OPPORTUNITY: Dancewave offers a Work-Exchange Program for individuals seeking to exchange general administrative support for complimentary studio rehearsal and/or class access. This Work Study position is ideal for someone who is looking for frequent studio rehearsal space and/or becoming an active participant in Dancewave classes.

COMMITMENT:

Minimum length of the Work-Exchange program is 2 months

Available for a minimum of 6 hours per week

Evenings 4:30-9:30pm required; additional evening availability is preferred

Must be 18yrs+ years of age

RESPONSIBILITIES:

Front Desk support including answering phones and general in-person inquiries

Payment processing

Visitor Check-In including virtual assistance using Zoom platform as needed

Studio and Lobby Cleaning

Facility support including assisting Renters & Teaching Artists with technical needs, separating/opening up the studio curtains

Opening and closing the facility

PREFERRED:

Interest in Arts and Nonprofit Administration

Passionate about dance education and/or community connections

Excellent written, verbal and interpersonal communication skills

Ability to communicate with a wide range of stakeholders

Organized, problem solver, able to work in a fast paced environment

Fluency in Microsoft Office and Google suite

TO APPLY:

Please send an email expressing your interest to jobs@dancewave.org with subject line Work Exchange Program Application. No Phone Calls Please.

Dancewave
182 4th Avenue
Brooklyn, NY, 11217
dancewave.org

For more information:
Operations Manager
jobs@dancewave.org

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