

Saturday, February 11, 2023

## Dancewave seeks Temporary Rentals Associate \*\* ALL APPLICATIONS DUE BY 2/28 \*\*

Company: Dancewave

Location: Brooklyn, NY

Compensation: The hourly rate for this position is \$16.00 USD.

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Dancewave  
Transforming lives through dance

\*\* ALL APPLICATIONS DUE BY 2/28 \*\*

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. 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](http://www.dancewave.org).

Position Summary:

Dancewave is seeking a Rentals Associate to support the daily operations for studio rental bookings at the Dancewave Center. This position is an in person position and will work closely with the Rentals Manager on a weekly basis as well as independently. This temporary part-time position is ideal for someone interested in gaining experience with booking platforms, customer service, calendar management and scheduling. There is the potential for continued work following this position.

Position Requirements: ?

- Start Date - April 3, 2023
- Must be available to work in person at the Dancewave Center located in Brooklyn, NY
- Available for a minimum of 10 hrs a week
- Weekday evenings 6:00-9:30pm (Tuesday, Thursday, Friday preferred)
- Must be at least 18 yrs of age.

Responsibilities Include:

Front Desk Management

- Customer service support including answering phones, visitor check in and general in-person inquiries
- Payment Processing using Square POS, & Sawyer online platform
- Facility support including organizing inventory/storage, and light studio and facility cleaning
- Studio support including assisting Renters & Teaching Artists with technical needs, separating/opening the studio curtains
- Opening and closing the facility

Studio Rental Support

- Maintain and optimize studio rental calendars; both staff and client views
- Process rental requests: field inquiries, confirm bookings, process payments
- Enforce department codes of conduct and communicate changes to clients and staff
- Support with studio rental data tracking as needed

Preferred Skills:

- 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 Google suite
- Familiarity with Square POS, Square Scheduling and Sawyer.

Application Instructions:

Please send your resume and an email expressing your interest to [jobs@dancewave.org](mailto:jobs@dancewave.org) with subject line Rentals Associate. No Phone Calls Please.

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

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Dancewave  
182 4th Avenue  
Brooklyn, NY, 11217  
[Dancewave.org](http://Dancewave.org)

For more information:  
Hiring Manager  
[jobs@dancewave.org](mailto:jobs@dancewave.org)

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