

Saturday, July 8, 2023

Dancewave seeks Community Programs Coordinator

Company: Dancewave
Location: Brooklyn, NY
Compensation: \$20/hr

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Dancewave
Transforming lives through dance

POSITION: Community Programs Coordinator

REPORTS TO: Director of Community Programs

HOURS: An average of 30 hours per week, with the ability to work between 20 and 40 hours as per positional and organizational needs.

WORKPLACE: Hybrid (remote and on-site at the Dancewave Center located at 182 4th Avenue, Brooklyn, NY, 11217). Candidates must be based in the NYC area and able to travel across the 5 boroughs. Occasional evening and weekend work may be required.

HIRING TIMELINE: Applications will be reviewed on a rolling basis, with priority given to applications received on or before August 4, 2023. Selected applicants will be invited to participate in an introductory phone interview (rolling schedule), with finalists participating in a Zoom interview with members of the hiring team anticipated the week of August 14, 2023.

ANTICIPATED START DATE: September 5, 2023

ORGANIZATIONAL BACKGROUND: Founded in 1995 by Diane Jacobowitz, 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 fosters a culture where dance is celebrated as a healing and inclusive art form.

Dancewave envisions a future where dance is available to all populations, especially those who have ever been denied access to dance education. Dancewave acts as a resource and community hub for artists, educators and young visionaries, extending opportunities for our audience to participate in advocacy efforts and social change movements. For more information about Dancewave, please visit www.dancewave.org.

JOB DESCRIPTION: The Community Programs Coordinator is responsible for supporting the daily operations and continued success of Dancewave's community outreach program, including dance residencies, performances and Moving Together classes. The Community Programs Coordinator will serve as the main point of contact for active residencies, liaising among all relevant stakeholders and coordinating all aspects of individual residencies to ensure quality experiences for all. In collaboration with the Director of Community Programs, the Community Programs Coordinator supports on the ground programming through site visits, evaluations, and provides ongoing communication with sites and stakeholders to ensure all classes run smoothly. The Community Coordinator plays a vital role in building meaningful relationships with community center, school, and senior center community members.

POSITION RESPONSIBILITIES:

Coordinate residency schedules with School Administrators and Teaching Artists, including planning meetings, mid-residency check-ins, and final performances.

Support Director of Community Programs in communications with School Administrators to plan, schedule and tailor dance residencies to the specific needs/interests of each school

Support Director of Community Programs with contract negotiations and processing, invoicing and payment

Coordinate data tracking for all active residencies

Support student recruitment and retention for Dancewave's Company Program in through community programs residency visits

Document all aspects of each residency/workshop, with video/photo when applicable

Support annual planning

Collect and provide data for applications and grant reports including NYC City Council Initiatives

Support Council Member relationships, scheduling budget meetings and invitations to final performances

Coordinate partner outreach and communications

Support partner experience and relationships

Support Teaching Artists to resolve occasional schedule conflicts and sub needs

Coordinate Teaching Artist payroll

Ability to attend residency check-ins and final performances at partner sites in all 5 boroughs

Ability to move up and down stairs at schools where elevators may not be available

Ability to lift up to 20 pounds to transport materials to schools as needed

Must have access to a laptop with capability for Google Suite and Zoom

KNOWLEDGE, SKILLS AND ABILITIES NEEDED:

At least one year of experience working in an educational setting, with a preference for dance education

At least one year of experience providing direct customer service

Passionate about dance education in NYC public schools

Strong written, verbal and interpersonal communication skills

Ability to communicate with a wide range of stakeholders

Organized and agile problem solver, comfortable with working in a fast-paced environment

Great attention to detail

Interest in Dancewave's mission and commitment to empowering youth

Interest in arts advocacy

Proficiency with Google Suite

Must be able to work in person at the Dancewave Center, including occasional evenings and weekends

Successful candidates will possess the following attributes:

Restorative Mindset: We are looking for someone who is skilled at resolving conflict from a restorative standpoint.

Flexible: We are a small non-profit navigating many evolving programs so there is a certain amount of adaptability needed for the role.

Collaborative: We are a collaborative workforce, and work closely with our departments and cross departmentally. Sensitive and transparent communication is important to us.

Committed to anti-racism and social justice: Dancewave believes in creating a work culture and programming that works to subvert oppressive systems in the dance world and non-profit industry. A commitment to pushing this work forward is a must.

COMPENSATION AND BENEFITS: The hourly rate of \$20.00 is aligned with the organization's current compensation structure and will be the final offer for the successful candidate for this position. Dancewave offers a comprehensive benefits package including paid holidays and closures observed by the organization, unlimited paid time off, and various perks including complimentary classes and studio space.

TO? ?APPLY: Please send a resume and cover letter to jobs@dancewave.org with the subject line "Community Programs Coordinator - Your Name"

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

For more information:
Hiring Manager
jobs@dancewave.org

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