

Saturday, July 8, 2023

Dancewave seeks School Coordinator

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

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Dancewave
Transforming lives through dance

POSITION: School Coordinator

REPORTS TO: Managing Director

HOURS: An average of 15 hours per week, with the ability to work between 12 and 18 hours as per positional and organizational needs.

WORKPLACE: In person 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 commute to Gowanus Brooklyn. 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 July 24, 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 July 24, 2023.

ANTICIPATED START DATE: August 21, 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 School Coordinator is responsible for supporting the daily operations and continued success of programs and performances held at the Dancewave Center and beyond, including semester-based youth classes and Dancewave's pre-professional training program for youth ages 7-18. The School Coordinator will work closely with the Company Program Manager as champions of Dancewave's educational programs and play a vital role in supporting community outreach for center programs, building meaningful relationships with center community members.

POSITION RESPONSIBILITIES:

Support annual planning process led by Managing Director

Support student recruitment and communications, attending outreach events as the program representative

Coordinate student registration and support student experience, including communication around access needs

Support program operations, coordinate liability forms and incident reports, track tuition and metrics

Coordinate scholarship applications and notices

Support Teaching Artist contracting as needed, approve Dancewave Center artist payroll

Support Teaching Artists to resolve occasional schedule conflicts and sub needs

Coordinate parent and student communications

Support Dancewave Center class set-up in Sawyer

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

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

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 "School Coordinator - Your Name"

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

For more information:
Hiring Manager
jobs@dancewave.org

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