

Tuesday, January 30, 2024

Dancewave seeks Special Events Communications Coordinator

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

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Dancewave
Transforming lives through dance

POSITION: Special Events Communications Coordinator

REPORTS TO: Senior Communications Manager

HOURS: An average of 20 hours per week, with the ability to work between 15 and 25 hours as per positional and organizational needs. Please note that this position requires candidates to work on the following dates: April 7, 2024; August 3-4, 2024; September 28-29, 2024; October 4-6, 2024.

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. Occasional evening and weekend work will be required during events.

HIRING TIMELINE: Applications will be reviewed on a rolling basis, with priority given to applications received on or before February 6, 2024. 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 through the month of February.
Anticipated Start Date: Monday, March 4, 2024.

ORGANIZATIONAL BACKGROUND: Founded in 1995, 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 Through College and Beyond (DTCB) is Dancewave's signature year round career development and college fair program and currently considered the organization's most significant Special Event. DTCB remains steadfast as a trusted New York City institution designed to empower and inform college-bound dancers with relevant skills that they need to succeed in college and in their exciting careers beyond. For more information about DTCB, please visit dtcb.dancewave.org.

Dancewave seeks to live its [mission, vision and values](#) at all levels of the organization. We work collaboratively and invite staff at all levels of the organization to participate in decision making that directly impacts the future of the organization.

JOB DESCRIPTION: Dancewave's Special Events Communications Coordinator is a part-time position coordinating all public communications regarding the Dancewave Through College & Beyond (DTCB) program. Working with the Special Events Team and Senior Communications Manager, the coordinator will design print and digital promotional/advertising materials, manage website updates, coordinate social media promotions and other duties as assigned. This position is hybrid, requiring a portion of weekly hours to be spent in-person at the Dancewave Center assisting with front desk responsibilities, including but not limited to, greeting visitors and answering

phone calls.

We foresee this position growing rapidly. As we work to expand our DTCB program, successful candidates for this position will be interested and eager to support partnership development and program outreach.

JOB RESPONSIBILITIES:

Communications:

- Modify DTCB print and digital collateral designs (including but not limited to templates for socials, e-blasts, advertisements, signage, print promotion)
 - As this position grows, candidates will begin taking on more choice-making responsibility and autonomy with designs and overall communications strategy
- Collaborate with Senior Communications Manager and Special Events Manager to establish and adjust marketing scope and schedule based on program needs
- Coordinate with partner organizations on DTCB cross-promotion, collaborating with Senior Communications Manager and Special Events Manager on scheduling program communications, including:
 - Building and sending monthly program e-blasts in close collaboration with the Special Events Manager and Senior Communications Manager
 - Updating the DTCB website as directed by the Special Event Manager
 - Setting up Google Ad and Social Ad campaigns as directed by the Senior Communications Manager
 - Ensuring general upkeep of organization's social platforms (answering DM's, replying to comments, etc.) - --- Support Senior Communications Manager with developing and sending DTCB press releases

Administrative Support:

- Customer service support, including but not limited to answering phones, greeting and checking in visitors, etc.
- Attend weekly meetings with Special Events Team and occasion full staff meetings when/if needed
- Support data tracking in related to all DTCB communications
 - As this position grows, candidates will begin taking on more responsibility with data analytics
- Maintain contact lists and databases

POSITION REQUIREMENTS:

- Experience with social media platforms (Instagram, Facebook, LinkedIn, and Hootsuite)
- Experience with Constant Contact (or similar)
- Experience with Wordpress (or similar)
- Strong print and digital design skills
- Strong writing, editing and interpersonal skills

Dancewave provides reasonable accommodation to job applicants and employees with disabilities in accordance with the Americans With Disabilities Act and applicable state and local laws, except where doing so would create an undue hardship for Dancewave. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Executive Director Nicole Touzien via email at leadership@dancewave.org or via phone at 718-522-4696.

Dancewave is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information.

PREFERRED KNOWLEDGE AND SKILLS:

- Experience with event production
- Experience with Google Ads and Google Analytics
- Photography/videography
- Understanding of non-profit/arts sector
- Knowledge of online accessibility standards
- Interest in the arts

COMPENSATION AND BENEFITS: The hourly rate of \$20.00 up to 25 hours weekly 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 "Special Events Communications Coordinator - Your Name".

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

For more information:
Hiring Manager
jobs@dancewave.org

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