

Sunday, June 2, 2024

Assistant Festival Coordinator for 2024 Dumbo Dance Festival!

Company: WWD
Location: Brooklyn, NY
Compensation: \$20 per hour

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WHITE WAVE (WW) is a non-profit arts organization established in 1988. WW created DUMBO Dance Festival (DDF) in 2001 in response to the dance community's need for performance opportunities that would present and produce the work of rising choreographers at minimal expense for the artist. DDF has become recognized as New York's most prestigious gathering of pioneering choreography, encouraging experimentation, creativity, and originality. WW has proudly presented over 3,000 choreographers/dance companies with over 18,500 performers to a total of more than 85,500 audience members.

WW is looking for an Assistant Festival Coordinator. This job position will be effective immediately!

ASSISTANT FESTIVAL COORDINATOR

This is an exciting position in WW's Festivals Project administration, who will have full responsibility for the operation of the Festivals Project. Through executive oversight of day-to-day operations, the Festival Coordinator oversees 2024 DDF (June 27-30) and the 7th Annual SoloDuo Dance Festival (February 2025 at Dixon Place). This position serves a variety of administrative functions that include financial management, fundraising, human resources management, and public/community relations. Reporting to the Artistic Director and working closely with technicians, press personnel, and interns, the Festival Coordinator carries out her/his responsibilities in accordance with the vision and strategic direction for the 2022-2023 Festivals Project as set by the Artistic Director and the Board of Directors.

RESPONSIBILITIES:

Festival Preparation:

- ? Participates fully in the planning phase of WHITE WAVE Festivals
- ? Directs communications of program and technical information with WHITE WAVE and the Festivals' participating artists
- ? Works with our Gala Committee to maximize the success of WW fundraising and social events

Festival Marketing:

- ? Draft PR materials to send our Publicist (i.e. press releases, performance listings, etc.)
- ? Oversees the development and distribution of promotional printed materials (i.e. press releases, posters, postcards) and festival programs
- ? Oversees electronic media outreach, including website updates and e-mail blasts

150 MacDougal Street #1 Fl., Brooklyn, NY 11233 | wwskdc@gmail.com | 718-855-8822 | www.whitewavedance.org

Festival Implementation:

- ? Supervises technical rehearsals and assists technical staff
- ? Manages the company's Box Office, including accounting receipts
- ? Ensures clear communications between artists and the photographers/videographers documenting the performances
- ? Organizes data for outcome evaluation of Festival programs
- ? Maximize ticket sales and donations

Human Resources & Personnel Management:

- ? Establishes and supervises an effective intern/volunteer team
- ? Manages the production staff during Festival performances

Salary: PART TIME POSITION 2-3 days/wk, and compensation \$20/hr.

HOW TO APPLY

Please click [HERE](#) to fill the online application!

Please send a cover letter and a resume to Young Soon Kim, Artistic Director at wwskdc@gmail.com or call us at 718-855-8822 (office).

QUESTIONS?

Please send an email or call us at 718-855-8822 (office), 646-456-6761 (Young Soon's direct line).

WWD
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For more information:
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