

Wednesday, July 17, 2024

Dancewave seeks DTCB Producing Manager

Company: Dancewave
Location: Brooklyn, NY
Compensation: \$25/hr

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POSITION: DTCB Producing Manager

REPORTS TO: Managing Director

HOURS: An average of 20 hours per week, with the ability to work between 10 and 30 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 2, 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 anticipated the week of August 12, 2024.

ANTICIPATED START DATE & TRAINING SCHEDULE: September 4, 2024. The onboarding and training schedule seeks to provide paid on-the-ground training during the 2024 DTCB event, with the following schedule (subject to change):

September 4-20, 2024: Initial training and shadowing outgoing staff (anticipated at 5 hours per week)

September 23 - October 6, 2024: Event support (anticipated at 10 hours per week)

October 7-18, 2024: Final training and transition (anticipated at 15-20 hours per week)

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 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.

ORGANIZATIONAL CULTURE: 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.

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.

JOB DESCRIPTION: The DTCB Producing Manager is responsible for stewarding and managing partnerships with key stakeholders for Dancewave's college and career preparatory program.

The DTCB Producing Manager will serve as the main point of contact for college partners, liaising among all relevant stakeholders. In collaboration with the DTCB Outreach & Communications Manager, the DTCB Producing Manager supports overall program planning and execution. The DTCB Producing Manager plays a vital role in building meaningful relationships with over 60 colleges and universities annually.

Responsibilities include:

PROGRAM MANAGEMENT & COMMUNICATION (17 hours per week)

Co-manage decision-making and overall planning process

Manage event platform

Manage college communication, outreach and partnership efforts

Manage ROS, staff/volunteer schedule and trainings

Develop official agreements for partnering organizations

Coordinate Teaching Artists and guest speakers

Oversee masterclass and audition scheduling and execution

Manage sponsorship research and outreach, develop contracts and manage payments

Attend donor meetings as requested

Support grant applications and reporting as requested

PROGRAM OPERATIONS - (3 hour per week)

Serve as program lead for annual budgeting process

Monitor budget performance, manage purchasing and expense tracking

Manage annual subscriptions

Determine event concession needs

Support quarterly metrics reporting

Participate in organizational goal-setting and assessment processes

POSITION REQUIREMENTS:

Ability to travel to all five boroughs of New York City

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

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

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

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

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.

KNOWLEDGE, SKILLS AND ABILITIES NEEDED:

At least one year of experience providing direct customer service

Demonstrated understanding of issues/trends in higher education

Passionate about dance education in higher education and/or careers in the arts

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

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 \$25.00 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 via email a resume and your responses to the following questions, as two separate PDFs, with the subject line "DTCB Producing Manager - Your Name" to jobs@dancewave.org. These questions are in lieu of a cover letter, so please limit your response to 1 page. If you would prefer to submit a video or voice recording response to the questions, please include relevant link(s) in the body of your email.

Tell us about yourself -- what should we know about you?

Choose one of the following prompts to respond to:

Describe your relationship to arts advocacy.

Describe your relationship to youth arts programs.

Describe your vision for supporting young artists.

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

For more information:
Hiring Manager
jobs@dancewave.org

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