

Saturday, July 12, 2025

Dancewave Seeks DTCB Intern

Company: Dancewave
Location: Brooklyn, NY
Compensation: college credit

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POSITION: Dancewave Through College & Beyond (DTCB) Intern

REPORTS TO: DTCB Producing Manager

HOURS: ~107 hours over 12 weeks

WORKPLACE: The Dancewave Center is located at 182 4th Avenue, Brooklyn, NY, 11217. This position will work an estimated 25% onsite and 75% remote

HIRING TIMELINE: Applicants that submit their materials by July 23, 2025 will be prioritized. A round of invitations for a short interview process will be scheduled with selected applicants between July 21-25, 2025, with priority given to applications received before July 23. All applicants will be notified by the end of July.

ANTICIPATED START DATE: August 4, 2025

PROGRAM TIMELINE:

8/11/25-8/17/25 : Onboarding (5 hours)

8/18/25-9/13/25 : Hybrid Hours (5-10 hours per week) *with flexibility to work in-person hours at the Dancewave Center (182 4th Avenue) in collaboration with supervisors.

9/14/25 from 9am-5pm : Virtual Support at PREPARE (online via Zoom)

9/15/25-10/10/25 : Hybrid Hours (~10 hours per week) *with some in-person hours required at Dancewave Center (182 4th Avenue) in collaboration with supervisors 10/11/25 from 8am-8pm and 10/12 from 8am-7pm : In-person support at DTCB APPLY at AMDA (211 West 61st Street)

10/13/25-11/2/25 : Virtual Hours (~5 hours per week)

The weeks of hybrid and virtual hours are flexible in terms of schedule and availability, executed in collaboration with supervisors. The events and times listed in bold are required of the internship.

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 intern will provide administrative, production, and organizational support to the DTCB Program, working closely with the DTCB Outreach & Communications Manager and Production Manager. Over the course of 12 weeks, the intern will assist in the preparation of two DTCB events, PREPARE and APPLY, happening in September and October respectively. During the events, the intern will provide on-site support (virtually for PREPARE and at AMDA's NYC Campus during APPLY). Following the events in October, the intern will reconcile final feedback and attendance reports in collaboration with the program managers. This internship is a great opportunity for a young professional interested in gaining hands-on experience in arts administration, event production, and dance education while bolstering their own professional network and supporting young artists in their pursuit of dance education.

POSITION REQUIREMENTS:

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

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

KNOWLEDGE, SKILLS AND ABILITIES NEEDED:

Follow instructions for tasks assigned by Supervisors

Effectively manage work flow and project timelines

Problem-solve in real time

Communicate effectively and thoughtfully with Supervisors, students, artists, and parent/legal-guardians

Receive and implement feedback

Familiarity with Google suite including gmail, google calendar, google drive, google sheets

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: college credit as agreed upon by participating college program and hiring manager. If applicant is not enrolled in a college program alternative options can be discussed with hiring manager

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

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
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For more information:
Hiring Manager
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