

Friday, February 7, 2014

Director of Education at Dancewave

jobs@dancewave.org

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REPORTS TO: Executive/Artistic Director

STATUS: Full time 40 hours/week; must be available for occasional weekend productions and meetings

Dancewave seeks an experienced and highly organized individual with superior communication skills and an entrepreneurial spirit to take on the role of Director of Education. The Director of Education is a 2+ year commitment, with room for growth in salary, title and benefits.

JOB DESCRIPTION: Summary description

Dancewave's Director of Education is responsible for day-to-day management and administration of The School at Dancewave, including:

Working closely with the Executive/Artistic Director to plan classes, semesters and educational curriculum.
Overseeing communications with parents and students about any and all issues, from behavior policies to tuition and payment plans.
Coordinating scholarship auditions, managing scholarship award process and Van Lier Fellowship recipients. Securing choreographers and teaching artists for the Dancewave companies in collaboration with Executive/Artistic Director.
Scheduling all school dates and developing class schedules.
Booking and managing relationships with outside satellite locations for ongoing Dancewave classes.
Working with Marketing Associate to produce content for all marketing materials.
Assisting the Executive/Artistic Director in interviewing and hiring.
Assisting the Executive/Artistic Director in strategic planning and office management
Overseeing and preparing school budgets, tracking enrollment figures, setting school financial and enrollment goals and initiating strategies to reach these goals
Preparing contracts for all faculty and teaching artists.
Managing monthly faculty payroll.
Managing all faculty and teaching artists in addition to coordinating substitution teachers when needed.
Training and managing school administrative staff . Coordinating faculty and student schedules for all Dancewave performances.
Taking a leadership role within the Dancewave team at all productions and speaking publicly at Dancewave events

KNOWLEDGE, SKILLS AND ABILITIES:

Required

B.A. in Liberal Arts, Dance, or Education Business or finance related skills
5-7 years work experience in arts nonprofit; dance education management preferred
Superb written, verbal and interpersonal communication skills Background in dance with an understanding of and/or experience in dance training
Thorough knowledge of theater/dance production Experience managing people Obsessive attention to detail
Ability to work well under pressure, be highly organized and solve problems quickly
People-friendly attitude—must enjoy interacting with babies, kids, adolescents, and parents High fluency in Microsoft Word and Excel;
knowledge of MindBody or Salesforce software a plus
Ability to learn new computer software programs Positive, flexible, can-do and team player attitude

Preferred

MS, MFA, MA, MPA, MBA or another related degree Spanish language knowledge a plus Business management, budgeting and/or financial skills

WORKING ENVIRONMENT:

Five (5) staff members Small office adjacent to dance studio

TO APPLY:

Please send a resume, cover letter, three (3) references and the following to jobs@dancewave.org with subject line *Director of Education*.

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NO PHONE CALLS. ONLY EMAILED APPLICATION WILL BE CONSIDERED.

ABOUT DANCEWAVE:

Dancewave, Inc., a nonprofit dance center in Brooklyn, New York, was founded in 1995 by dancer/choreographer Diane Jacobowitz. Dancewave uses an innovative model of dance education that combines rigorous training and mentoring by accomplished dance professionals in a nurturing and non-competitive environment. Its core programs areas are: dance education for students of all ages and backgrounds; training and presenting pre-professional dance companies; and arts in education programs in New York City public schools.

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Dancewave companies have been featured on PBS and have performed at: New York State's Governor's Arts Awards, the Joyce Theatre, The Kitchen, DanceNOW Festival, the City Parks Foundation's Summerstage, and the renowned Jacob's Pillow Dance Festival in Massachusetts. In 2010, Dancewave was the only company chosen to represent the United States at the prestigious Aberdeen International Youth Festival in Scotland. Dancewave serves 3,700 students annually, and Dancewave Company graduates have a 100% college admittance rate.

For more information, please go to: www.dancewave.org.

