

Tuesday, May 12, 2015

## WHITE WAVE Young Soon Kim Dance Company is seeking a FESTIVAL COORDINATOR

Company: WHITE WAVE Young Soon Kim Dance Company

Location: Brooklyn, NY

Compensation: Commensurate with experience.

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Steven Schreiber

WHITE WAVE is a non-profit arts organization established in 1988. WHITE WAVE's mission is to be a potent stimulus for change and expansion of the dance/arts world through the creation of new dance works, production of dance concerts, and education and outreach through dance classes. WHITE WAVE accomplishes its mission by providing opportunities for dancers and choreographers to create, rehearse, and perform their art and network with each other, and by engaging the local dance community in an ongoing arts dialogue, carrying dance and art forward through sharing and collaboration.

WHITE WAVE originated the festivals in 2001 as a response to the dance field's need for performance venues that would not only present, but also produce the work of emerging choreographers at little or no cost to the artist. Starting as a local company, WHITE WAVE now fields applications from across the United States, Europe and Asia. We have brought the freshest and most avant-garde of contemporary dance to WHITE WAVE's John Ryan Theater, totaling 2,200 regional and international dance companies and choreographers and over 10,000 performers to a total audience of approximately 65,000 people!

### Festival Coordinator

This is an exciting position in WHITE WAVE's Festivals Project administration, with full responsibility for the operation of the 2015/2016 Festivals Project. Through executive oversight of day-to-day operations, the Festival Coordinator oversees WHITE WAVE's 15th Annual 2015 DUMBO DANCE FESTIVAL (October 8th-11th), which will be held at the Gelsey Kirkland Center for the Arts (currently St. Ann's Warehouse, 29 Jay Street, DUMBO), the 10th Annual WAVE RISING SERIES (April 2016 at the Clemente Soto Velez Cultural & Educational Center, tbc) and the new SoloDuo Festival (April 2016 at the Poet's Den Theater, tbc). 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 2015/16 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 the flow of communications of program and technical information between WHITE WAVE and the Festivals' participating artists
- Works with our Gala Committee to ensure the success of WHITE WAVE fundraising events

#### Festival Marketing:

- Creates materials for distribution to the media (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

#### Festival Implementation:

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

#### Human Resources & Personnel Management:

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

Please send a cover letter explaining your interest and a resume to Young Soon Kim, Artistic Director at [festivalsatww@gmail.com](mailto:festivalsatww@gmail.com) or call us at 718-855-8822 (office).

To learn more about WHITE WAVE, please visit <http://www.whitewavedance.com>

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[< back](#)

[previous listing](#) • [next listing](#)