

Monday, September 17, 2018

## Dancewave seeks an Operations Manager!

Company: Dancewave  
Location: Brooklyn, NY

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Dancewave  
Transforming lives through dance

POSITION: Operations Manager

HOURS: Part-time 15-20 hours/week onsite at Dancewave office with potential growth opportunity; must be available on select evenings

START DATE: Immediately

ORGANIZATIONAL BACKGROUND: Dancewave is a dance education non-profit organization located in Park Slope/Downtown Brooklyn. Dancewave provides all NYC youth access to a supportive dance experience that embraces and encourages individuality and equips students with the life skills to unlock their full potential as people and community members. Dancewave reaches over 5,000 youth per year through School at Dancewave classes, pre-professional companies and ensembles, D-Wave in Motion arts-in-education programming, and city-wide outreach events.

JOB DESCRIPTION: Dancewave seeks a part-time Operations Manager who can manage studio rentals, assist with facility management and administrative operations for this dance education nonprofit organization located in Park Slope/Downtown Brooklyn. The Operations Manager must be highly motivated, organized, possess superb written and verbal communication skills, and have a strong passion for Dancewave's mission. This position is an incredible opportunity for an ambitious professional to develop new skills and contribute to the growth of an innovative, rapidly expanding cultural and educational organization.

### RESPONSIBILITIES:

- Perform bookkeeping tasks such as data entry, running cash and credit card reports, and other assignments as directed by the School Manager on a weekly basis.
- Review and approve studio rental requests in a timely manner
- Communicate with potential renters about request procedures and policies
- Create rental agreements and obtain completed and signed agreements for each renter
- Assist with purchasing, procurement, and maintenance, including ordering supplies, scheduling office services, receiving packages and mail, and other relevant duties as needed
- Process payments through Salesforce
- Maintain studio rental calendar in the office and on the website
- Manage key code box, resetting codes and communicating updated codes to renters
- Manage rentals budget, setting achievable quarterly goals for continued program growth
- Complete birthday party requests, coordinate teaching artists and house managers
- Coordinate with Marketing team on promotional and advertising strategies
- Oversee renters use of the space to ensure compliance with all procedures and guideline
- Provide administrative support by answering office phone lines, responding to general inquiries, and relaying messages to staff at Dancewave.
- Manage the seating chart for office staff between two office space locations
- Assist with facilities research in preparation for our move to the new Dancewave Center in 2019

REQUIREMENTS:

- Bachelor's degree in the arts, arts administration, business, or nonprofit management preferred
- Financial experience with Quickbooks and Salesforce encouraged
- Ability to multi-task, prioritize and manage competing demands
- Excellent time management and interpersonal skills
- Passion for Dancewave's mission and commitment to serving youth
- Fluency in Microsoft Office and Google Suite

TO APPLY: Please send a cover letter and resume via email to [jobs@dancewave.org](mailto:jobs@dancewave.org) . Please write "Operations Manager" in the subject heading. We will contact those applicants who we wish to interview. Please do not contact us by phone.

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45 Fourth Ave  
Brooklyn, NY, 11217  
7185224696  
<http://dancewave.org/>

For more information:  
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