

Thursday, December 6, 2018

## Dancewave Seeks Special Events Manager

Company: Dancewave

Location: Brooklyn, NY

Compensation: Commensurate with experience

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POSITION: Special Events Manager

REPORTS TO: Executive Director

HOURS: Part-time position for 20-25 hours a week. Onsite at Dancewave office; must be available on select evenings and weekends for fundraising/cultivation events and performances.

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:** The Special Events Coordinator at Dancewave produces events from conception to completion. This individual is responsible for planning and overseeing all aspects of special events including, but not limited to the Dancewave Gala, Dancing Through College & Beyond, and the grand opening of the new Dancewave Center.

The ideal candidate brings an entrepreneurial spirit to all events, and is responsible for developing and maintaining relationships with sponsors, donors and supporters in collaboration with the Development team. We seek a highly organized individual with previous special events experience, is a big picture thinker, excited by creative challenges, and will initiate new events.

**Position Responsibilities:**

Coordinate all aspects of special events, including planning, vendor contracts, create invitations, develop and manage budgets, oversee event staff and developing timelines and day of schedules.

Book facilities and manage all aspects of event.

Create detailed schedules that clearly outline logistics and staffing for events.

Conduct market research, gather information and negotiate contracts.

Ensure compliance with insurance, legal, health and safety obligations.

Coordinate with Marketing team to promote and publicize events.

Written acknowledgement of donors and other partners.

Liaison to celebrity honorees and guests for special events.

Research and outreach to potential event sponsors, funders, and advertisers.

**Knowledge, Skills and Abilities:**

**Required:**

Bachelor's degree in the arts, arts administration, business, or nonprofit management, or equivalent experience.

Prior experience in event planning

Ability to think creatively.

Superb written, oral communication and networking skills

Excellent time management skills and ability to meet deadlines

Ability to multitask, prioritize and manage multiple competing demands independently

Ability to create and manage budgets

Passion for Dancewave's mission and commitment to serving youth

Fluency in Microsoft Office and Google G Suite

Ability to speak about dance and dance education

Preferred:

Background in dance and/or dance education; work experience with dance company/organization

Demonstrated ability to build creative and mutually beneficial partnerships within the nonprofit, public and corporate sectors

Understanding and/or experience of PR and marketing concepts and practices

Experience with Salesforce or similar database

Knowledge of Constant Contact

TO APPLY:

Please send a resume, cover letter, and three references to [jobs@dancewave.org](mailto:jobs@dancewave.org) with subject line

Special Events Coordinator. NO PHONE CALLS.

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Dancewave  
45 4th Ave  
Brooklyn, NY, 11217  
[www.dancewave.org](http://www.dancewave.org)

For more information:  
Diane  
[jobs@dancewave.org](mailto:jobs@dancewave.org)

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