

Wednesday, May 18, 2022

## Dancewave seeks Educational Programs Coordinator

Company: Dancewave, Inc.

Location: Brooklyn, NY

Compensation: The hourly rate for this position is \$18.00 USD. Dancewave offers paid time off and perks such as access to complimentary class

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### Dancewave seeks Educational Programs Coordinator

Dancewave seeks an organized and motivated individual to coordinate and execute administrative aspects of the organization's key educational programs. This is a part-time, 25-29 hours per week non-exempt hourly position. The Education Coordinator frequently works in collaboration with the Company Coordinator and reports to the Director of Programs and Partnerships.

#### About Dancewave

Dancewave provides access to supportive and empowering dance experiences that center social, emotional, and cognitive development through movement. Dancewave's programs meet community needs while using dance as a vehicle for transformation, expression, active citizenship, and self-reflection. Dancewave creates quality dance education with a focus on transformation and empowerment. We teach participatory learning, decision-making, empathy, and self-expression; helping participants to understand themselves in relationship to other people and larger systems and to become more active members of their community. For more information on our vision, values, and portfolio of services, please visit [www.dancewave.org](http://www.dancewave.org).

#### Position Summary & Responsibilities

Dancewave provides high-quality educational programs at the recently renovated Dancewave Center located in Gowanus, Brooklyn. These programs complement Dancewave's community programs, which provide access to intergenerational and free/low-cost dance experiences throughout NYC. The Education Administrator is responsible for the daily operations and continued success of programs and performances held at the Dancewave Center and beyond, including semester-based youth classes and Dancewave's pre-professional training program for youth ages 7-18. The Education Administrator will work closely with the Company Coordinator as champions of Dancewave's renowned educational programs.

Application Deadline: May 27, 2022

Start Date: May 31, 2022

Location: Dancewave, 182 Fourth Avenue, Brooklyn, NY 11217

#### Responsibilities include:

- Manage parent and student communications
- Coordinate administration of classes and rehearsals, including supporting the development of class and rehearsal schedules, check-in, etc.
- Manage student registration for all students
- Manage scholarship communication with families
- Track tuition

- Manage Class set up in Sawyer
- Manage 1:1 and Educational Programs School @ DW Agendas
- Manage the coordination of TA evaluations
- Manage TA communication and scheduling
- Coordinate payroll for School @ DW TAs and Choreographers
- In charge of collecting and tracking metrics reporting for the whole Department
- Support performances
  - Collaborate with the Company Coordinator to produce schedules and technical aspects of performances
  - Set up ticketing in Sawyer
  - Coordinate w/ TAs and purchase costumes for non-company classes
  - Manage performance-related communications
- Support Director of Programs with hiring (as needed) and contracting for classes and rehearsals
- Manage outreach efforts

#### Qualifications

Successful candidates will have:

- A minimum of two years of experience working in an educational setting
- A minimum of two years of experience with direct customer service
- Superb written and verbal communication skills
- Must be able to work in person at the Dancewave Center from 2:00 pm to 8:00 pm for least three weekdays
- Must be available to work for performances and special events
- Great attention to detail
- Enthusiastic and professional demeanor, flexible, can-do attitude
- Interest in Dancewave's mission and commitment to serving youth
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint) and G-Suite

#### Compensation

The hourly rate for this position is \$18.00 USD. Dancewave offers paid time off and perks such as access to complimentary classes and studio space.

#### Application Instructions

Interested parties should send a letter of interest and resume to [jobs@dancewave.org](mailto:jobs@dancewave.org). Please include "Educational Programs Coordinator" in the subject line and attach all documents in PDF format.

#### Anti-Discrimination Statement

Dancewave does not discriminate on the basis of race, ethnicity, religion, gender identity, gender expression, age, national origin, disability, marital status, sexual orientation, or military status in any activities or operations.

Furthermore, Dancewave is committed to upholding equitable hiring practices in alignment with our values and all applicable federal/state guidance. Dancewave leadership strives to hire applicants who represent the diverse communities who participate in our programming; actively identifying, encouraging, and recruiting applicants from underrepresented populations. Employee mental and physical wellbeing is prioritized.

Dancewave, Inc.  
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For more information:  
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