

Monday, August 15, 2022

Rentals Associate

Company: Dance Place
Location: Washington DC, DC
Compensation: \$20 per hour

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Dance Place, a nationally recognized cultural arts center in Washington, DC, seeks a Rentals Associate. This is a part-time, hourly, year-round position. The Rentals Associate will report to the Operations and Finance Director. The ideal candidate will have 1 or more years of administrative and/or customer service experience and embrace Dance Place's mission to build a community of artists, audiences and students through high quality performances, commissions, training and educational programs and our commitment to enriching the field of dance locally, nationally and internationally.

Dance Place is an equal opportunity employer. Dance Place believes that people of color, people in the LGBTQ+ community, people with disabilities, and women must be centered in the work we do. Hence, we strongly encourage applications from people with these identities or who are members of other marginalized communities. Strong candidates will work in alignment with Dance Place's mission and values, be welcoming to people of all identities, including artists, adult dance class students, audience members, and the youth of our robust education programs.

Title: Rentals Associate

Number of hours per week: 20

Department: Operations

Immediate supervisor: Operations and Finance Director

Hourly: \$20 per hour

Benefits: Dance Place offers our part-time hourly employees a (401) K plan and pre-tax travel benefits. Employees are able to take class and attend Dance Place performances for free.

Position Overview

The Rentals Associate books and oversees the use of studio spaces for The Dance Place School, studio and theater rentals, and use by Dance Place artists and programming. Typically stationed in the lobby of Dance Place, the Rentals Associate often will be the first representative of Dance Place that our patrons encounter, and should be a warm, welcoming, friendly steward of our space. An ideal candidate for this role will demonstrate excitement and enthusiasm about interacting with the many people who call Dance Place home as well as first-time visitors. Responsibilities include overseeing schedule management, data entry, and in person patron support. This position may also require some weekend on-site work.

Responsibilities:

- Actively seek new renters for all spaces
- Manage rental schedules and calendars for Brookland Artspace Lofts Studio, Hyman M Perlo Studio, Cafritz Theater, and the Edgewood Arts Center
- Coordinate staff and programming needs for spaces

- Handle all email/phone correspondence between potential and current renters
- Handle invoicing and payments
- Report on rentals in development report
- Create end of month report for Monroe St Market (owner of the Edgewood Arts Center)
- Coordinate with the Facilities Manager for any building issues in spaces
- Create and oversee the budget for rentals
- Ensure all spaces are clean, stocked, and ready for each rental
- Ensure all renters have access to the appropriate space for their rental time slot, which may include onsite supervision of rentals

Due to the in-person nature of the position, those who wish to apply for this position will be required to be fully vaccinated against COVID-19. This is defined as 2 weeks after receiving the last eligible dosage, inclusive of booster shot(s). The applicant should be prepared to show proof of vaccination upon request. Each candidate will also be required to comply with Dance Place's current COVID-19 policies and procedures including the utilization of a face covering that covers both the nose and mouth while indoors on campus and adhering to frequent hand sanitization to prevent the spread of illness.

All offers of employment at Dance Place are contingent upon results of a thorough background check. Background checks will be conducted on all final candidates prior to an offer for employment being extended.

HOW TO APPLY: To apply, send a cover letter, resume and two references to employment@danceplace.org. No phone calls please.

Applications will continue to be accepted until the position is filled, with a priority application date of August 29th 2022. No phone calls please.

Dance Place
3225 8th St NE
Washington DC, DC, 20017
danceplace.org

For more information:
Emily Crews
employment@danceplace.org

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