

Sunday, April 30, 2023

Dancewave seeks Seasonal Events Associate

Company: Dancewave
Location: Brooklyn, NY
Compensation: \$18/hr

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Dancewave
Transforming lives through dance

****Applications Due: May 19, 2023****

Dancewave seeks a detail-oriented and motivated individual to support with the production and execution of the organization's annual career preparatory and college fair event in October 2023. This is a part-time, 10-20 hours per week non-exempt seasonal position with a flexible work arrangement. The Seasonal Events Associate works closely with the Special Events Manager, Executive Director and Director of Operations to ensure successful event execution.

About Dancewave

Dancewave provides access to supportive and empowering dance experiences that center social, emotional and cognitive development through movement. Developing programs to meet community needs, we use 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.

Position Summary & Responsibilities

Dancewave Through College and Beyond 2023 will be held in October as a hybrid event, with virtual access via the online event platform, Whova. Planning for this year's event is well underway. As such, the Seasonal Events Associate will be responsible for assisting with the production, logistics and execution of the event. The Seasonal Events Associate will receive on the job training.

Start Date: July 5, 2023

Candidates must be available to work in person October 3 - October 8, 2023

End Date: October 20, 2023 (with potential rehire in May 2024)

Note: Preferred work days are Wednesdays (remote) and Thursday (In Person).

Location: Dancewave, 182 Fourth Ave, Brooklyn + Online

Responsibilities include:

- Supporting all aspects of event production from scheduling to execution
- Providing superior customer service to all participants
- Supporting student outreach and registration
- Compiling and organizing auditionee submissions
- Serving as a point of contact for students and families
- Coordinating with Dancewave's Marketing team on all event-related public communications
- Supporting sponsorship outreach efforts, including prospecting
- Other tasks as assigned

Qualifications:

Successful candidates will have:

One year of experience working in event production (or equivalent)

Excellent written and verbal communication skills

High attention to detail

Enthusiastic and professional demeanor, flexible, can-do attitude

Interest in Dancewave's mission and commitment to serving youth

Proficiency with G-Suite

Compensation

The hourly rate for this position is \$18.00 USD. Dancewave offers paid holidays to all administrative staff, in addition to a generous unlimited time off policy after 90 days of employment. Additional perks of employment include: flexible working arrangements, and access to complimentary classes and studio space.

Application Instructions

Interested parties should send a letter of interest and resume to jobs@dancewave.org. Please include "Seasonal Events Associate" 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
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dancewave.org

For more information:
Hiring Manager
jobs@dancewave.org

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