

Monday, November 18, 2024

## Dancewave seeks Community Programs Manager

Company: Dancewave  
Location: Brooklyn, NY  
Compensation: \$25/hr

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Dancewave  
Transforming lives through dance

POSITION: Community Programs Manager

REPORTS TO: Director of Community Programs

HOURS: An average of 30 hours per week, with the ability to work between 25 and 35 hours as per positional and organizational needs.

WORKPLACE: Hybrid (remote and on-site at the Dancewave Center located at 182 4th Avenue, Brooklyn, NY, 11217). Thursday or Friday in person shifts recommended. Candidates must be based in the NYC area and able to travel across the 5 boroughs. Occasional evening and weekend work required.

HIRING TIMELINE: Applications will be reviewed on a rolling basis, with priority given to applications received on or before November 22, 2024. Selected applicants will be invited to participate in an introductory phone interview (rolling schedule), with finalists participating in a Zoom interview with members of the hiring team anticipated the week of December 2nd.

ANTICIPATED START DATE: December 9, 2024.

ORGANIZATIONAL BACKGROUND: Founded in 1995 by Diane Jacobowitz, 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 fosters a culture where dance is celebrated as a healing and inclusive art form.

Dancewave envisions a future where dance is available to all populations, especially those who have ever been denied access to dance education. Dancewave acts as a resource and community hub for artists, educators and young visionaries, extending opportunities for our audience to participate in advocacy efforts and social change movements. For more information about Dancewave, please visit [www.dancewave.org](http://www.dancewave.org).

JOB DESCRIPTION: The Community Programs Manager is responsible for supporting the daily operations and continued success of Dancewave's community outreach program, including dance residencies, performances and special events. The Community Programs Manager will serve as the main point of contact for active residences, liaising among all relevant stakeholders and coordinating all aspects of individual residencies to ensure quality experiences for all. The Community Programs Manager supports on the ground programming through site visits, evaluations, and provides ongoing communication with sites and stakeholders to ensure all classes run smoothly. In collaboration with the Director of Community Programs, the Community Manager also plays a vital role in building meaningful relationships with community center, school, and senior center community members. The Community Programs Manager will play a leading role in overseeing all Community Programs Teaching Artists.

### POSITION RESPONSIBILITIES:

Program management (Approx 40% of time)

Execute contract creation, invoicing and payment for all residency programs with multiple stakeholders and as directed by the Community Programs Director

Manage confirmed and active residency programs, including scheduling, planning meetings, check-ins, and final performances

Inviting Council Members to final performances and special events

Document residency/workshops with video/photo when in attendance

Teaching Artist management (approx 40% of time)

Implement best practices in recruitment, hiring and onboarding of Teaching Artists

Manage Teaching Artist assessments, feedback and goal setting, ensuring individual teaching pedagogies are aligned with Dancewave standards via mid-residency check-ins

Support Teaching Artists to resolve schedule conflicts and sub needs

Coordinate and approve monthly Teaching Artist payroll

Data management (approx. 15% of time)

Input data for all active residences into database

Collect and provide data for applications and grant reports including NYC City Council Initiatives

Additional tasks (approx 5% of time)

Understand Dancewave portfolio of programs to support student pipeline opportunities

Support annual planning processes

#### REQUIREMENTS:

Ability to attend residency check-ins and final performances at partner sites in all 5 boroughs

Ability to move up and down stairs at schools where elevators may not be available

Ability to lift up to 20 pounds to transport materials to schools as needed

Proficiency with Google Suite (Gmail, docs, forms, sheets, drive, calendar)

Must be available to work in person at the Dancewave Center (Gowanus, Brooklyn) 1-2 days per week, including occasional evenings and weekends as needed.

#### KNOWLEDGE, SKILLS AND ABILITIES NEEDED:

At least one year of experience working in an educational or arts administrative setting, with a preference for dance education

At least one year of experience providing direct customer service

Passionate about dance education in NYC public schools

Strong written, verbal and interpersonal communication skills

Ability to communicate with a wide range of stakeholders via email, phone, and in person

Organized and agile problem solver, comfortable with working in a fast-paced environment

Great attention to detail

Comfort with multi-tasking and managing complex details for multiple programs at once with accuracy

Interest in Dancewave's mission and commitment to empowering youth

Interest in arts advocacy

Familiarity with Canva

Successful candidates will possess the following attributes:

Restorative Mindset: We are looking for someone who is skilled at resolving conflict from a restorative standpoint.

Flexible: We are a small non-profit navigating many evolving programs so there is a certain amount of adaptability needed for the role.

Collaborative: We are a collaborative workforce, and work closely with our departments and cross departmentally. Sensitive and transparent communication is important to us.

Committed to anti-racism and social justice: Dancewave believes in creating a work culture and programming that works to subvert oppressive systems in the dance world and non-profit industry. A commitment to pushing this work forward is a must.

COMPENSATION AND BENEFITS: The hourly rate of \$25.00 is aligned with the organization's current compensation structure and will be the final offer for the successful candidate for this position. Dancewave offers a comprehensive benefits package including paid holidays and closures observed by the organization, unlimited paid time off, and various perks including complimentary classes and studio space.

TO? ?APPLY: Please send a resume and cover letter to [jobs@dancewave.org](mailto:jobs@dancewave.org) with the subject line "Community Programs Manager - Your Name"

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Dancewave  
182 Fourth Avenue  
Brooklyn, NY, 11217  
[Dancewave.org](http://Dancewave.org)

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

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