

Monday, January 13, 2025

Dumbo Dance Festival Hiring Assistant Festival Coordinator

Company: WHITE WAVE RISING YOUNG SOON KIM DANCE COMPANY
 Location: Brooklyn, NY
 Compensation: Commensurate with experience. Starting with \$18/hr

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ASSISTANT FESTIVAL COORDINATOR (Part-Time/Contract)
 WHITE WAVE Dance – DUMBO Dance Festival

Founded in 2001, the DUMBO Dance Festival (DDF) has grown into one of New York's most celebrated showcases of emerging choreographers and innovative dance. With over 3,000 choreographers/dance companies and over 22,500 performers presented to a total of more than 90,500 audience members, DDF is a hub for experimentation, originality, and community in the dance world.

Position Overview

The Assistant Festival Coordinator plays a key role in the planning, execution, and success of WHITE WAVE Dance's flagship events:

The DUMBO Dance Festival (June 2025)

The SoloDuo Dance Festival (February 2025)

Reporting directly to the Artistic Director, this role assists with festival operations, artist relations, marketing, and event execution. The ideal candidate is a motivated self-starter with strong organizational skills and a passion for the arts.

Key Responsibilities

Festival Planning & Artist Relations.

Coordinate festival timelines, logistics, and communications.

Serve as a point of contact for participating artists, ensuring smooth exchanges of program and technical information.

Collaborate with the Gala Committee to support fundraising and community events.

Marketing & Outreach

Office tasks and general admin support

Draft press materials (e.g., press releases, listings) and coordinate with the publicist.

Oversee the creation and distribution of promotional materials, including print and digital content.

Manage website updates and email campaigns.

Festival Operations

Supervise technical rehearsals and liaise with production staff.

Oversee ticketing, box office operations, and on-site event management.

Coordinate with photographers/videographers and ensure clear documentation processes.

Collect and organize data for post-event evaluation.

Team Management

Recruit, train, and supervise interns and volunteers.

Assist production staff during festival events.

Qualifications

Proven experience in event production, arts administration, or a related field.

Excellent organizational and communication skills.

Ability to manage multiple projects in a fast-paced environment.

Familiarity with fundraising, marketing, and community engagement is a plus.

Passion for dance and the performing arts.

Compensation

Commensurate with experience. Starting with \$18/hr

We are seeking two Assistant Festival Coordinators (part-time)

Additional Opportunities

Paid Interns and Volunteers

How to Apply

Submit a cover letter and resume to Young Soon Kim, Artistic Director at 2025soloduo@gmail.com

About WHITE WAVE Dance

WHITE WAVE (WW) is a non-profit arts organization established in 1988. WHITE WAVE's mission is to act as a potent stimulus for change and expansion of the dance/arts world through the creation of new dance works, production of dance concerts, organizing social events, and education and outreach through dance classes. WW provides opportunities for dancers and choreographers to create, rehearse, and perform their art and network with each other, and by engaging the local dance community in an ongoing arts dialogue, carrying dance and art forward through sharing and collaboration.

For more information, visit www.whitewavedance.org.

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[< back](#)

[previous listing](#) • [next listing](#)