

Sunday, November 2, 2025

Dancewave Seeks Events House Manager | Part - Time

Company: Dancewave
Location: Brooklyn, NY
Compensation: \$30/hr

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POSITION: Events House Manager

REPORTS TO: Facilities and Rentals Manager

LOCATION: Dancewave Center 182 Fourth Avenue Brooklyn, NY 11217

HOURS: Part time. Typical hours fall on the weekends Friday-Saturday evenings for special events and Sunday mornings for birthday parties

HIRING TIMELINE: Applications will be reviewed on a rolling basis, with priority given to applications received on or before December 2025.. 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 first week of December.

OFFICIAL START DATE: January 2026

PAY: \$30/hr

JOB DESCRIPTION: The rentals program at Dancewave offers special event bookings including intimate performances with ranging audience sizes 25-100 and birthday parties to New York City families with a focus on youth programming. The Events House Manager is directly responsible for overseeing the successful execution of the flow of events, and use and restoration of the physical space. While this program continues to expand year over year, the typical amount of bookings fall between 10-20 bookings annually.

ORGANIZATIONAL BACKGROUND: Founded in 1995 by Diane Jacobowitz, Dancewave is a socially conscious dance education nonprofit organization that provides access to a community dance experience and encourages individuality and whole person development throughout NYC and beyond. By creating an inclusive environment for all ages, abilities, sexual orientations, racial and socio-economic backgrounds, we engage our diverse audience through an expansive platform of dance performances and classes, youth performing ensembles, dance educator training workshops, dance residencies, college readiness events and subsidized studio rentals, reaching over 6,000 students annually.

Dancewave's unique model combines rigorous training with artistic integrity in a supportive environment. The Dancewave Culture Model (DCM) is grounded in social emotional learning and restorative practices, a social science that studies how to build social capital and achieve social cohesion through participatory learning and decision-making. The DCM is designed to empower students to become Young Artist Citizens by leading and taking ownership of their learning and becoming active and engaged members of their community.

Position Responsibilities

Facility Management

The Events House Manager is responsible for opening the facility in a timely manner prior to the guest arrival, ensuring that all areas are in a

state of readiness.

Cleaning duties include but are not limited to spot vacuuming, restocking toilet papers, spot cleaning glass doors if needed, trash removal post event

For special events: set up duties include but are not limited to laying protective carpet tiles in select areas of the studio, setting up audience seating, preparing dressing room for readiness, setting up tables in lobby space with tablecloths for guest use

For children birthday parties: set up duties include but are not limited to laying carpet tiles in a portion of the studio, setting up kids tables & chairs, preparing art and craft materials, setting up tables in lobby space with tablecloths for guest use

Time Management

The Events House Manager will oversee the flow of events for the rental period reviewing the rental period timing with the Primary Renter.

The Events House Manager will review the proper use of the technical equipment with the Primary Renter at the top of their tech rehearsal if no AV Operator is contracted.

The Events House Manager will oversee the flow of events for children birthday parties supporting the Teaching Artist and Assistant with timing cues for studio and lobby happenings. Act as a liaison between the party hosts' requests and the event staff to ensure smooth transitions.

KNOWLEDGE, SKILLS AND ABILITIES

Preferred:

1-2 years of Customer service experience

1-2 years of working with youth

Interest in Arts and Nonprofit Administration

Passionate about dance education and community connections

Excellent verbal and interpersonal communication skills

Ability to communicate with a diverse range of stakeholders

Organized, problem solver, and able to work in a fast paced environment

POSITION REQUIREMENTS:

Ability to lift up to 20 pounds

Must be able to work in person at the Dancewave Center, including evenings and weekends

Ability to access email communications remotely outside of in-person work hours

Dancewave provides reasonable accommodation to job applicants and employees with disabilities in accordance with the Americans With Disabilities Act and applicable state and local laws, except where doing so would create an undue hardship for Dancewave. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Nicole Touzien, Executive Director via email at leadership@dancewave.org or via phone at 718-522-4696.

COMPENSATION AND BENEFITS: The hourly rate of \$30 is aligned with the organization's current compensation structure and will be the final offer for the successful candidate for this position.

TO? ?APPLY:

Please send a resume to jobs@dancewave.org with the subject line Events House Manager. NO PHONE CALLS.

Dancewave
182 4th Ave
Brooklyn, NY, 11217
(718) 522-4696
<https://dancewave.org/>

For more information:
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(718) 522-4696

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