



**POSITION: D-Wave in Motion (Arts in Education Outreach Program) Coordinator at Dancewave**

**HOURS:** This is a full-time, 40 hours/week position. Selected candidate will work at Dancewave's office and will be expected to travel to our partner schools, which are located in all five boroughs.

**START DATE:** Immediately

**ORGANIZATIONAL BACKGROUND:** Dancewave is a dance education non-profit organization located in Park Slope/Downtown Brooklyn. Dancewave provides all NYC youth access to a supportive dance experience that embraces and encourages individuality and equips students with the life skills to unlock their full potential as people and community members. Dancewave reaches over 5,000 youth per year through School at Dancewave classes, pre-professional companies and ensembles, D-Wave in Motion arts-in-education programming, and city-wide outreach events.

**JOB DESCRIPTION:** The D-Wave in Motion program at Dancewave brings dance programming into New York City public schools and community centers. D-Wave in Motion offers a wide variety of dance disciplines such as African, Hip Hop, Ballet, Jazz, Classical Chinese, Salsa and Creative Movement and serves all boroughs. The D-Wave in Motion Coordinator is directly responsible for overseeing and coordinating all outreach and offsite dance classes through our residency programs, and master classes. This program continues to expand year over year and there is room for growth in this position.

**Position Responsibilities:**

**Program Management**

- Serve as primary contact for client schools, community centers and event liaisons
- Plan residencies and events, including initial outreach, planning meetings to tailor residencies to meet client needs, placing Teaching Artists, performances, and follow-up meetings
- Attend and document (photo/video) final showings and performances for all residencies
- Measure impact and effectiveness of D-Wave program in each school
- Solicit and document program feedback from stakeholders, including Teaching Artists, students and school teachers and administrators
- Manage Master Class Tour program, scheduling master classes with NYC public schools
- Plan program auditions and scholarship awards in collaboration with Director of Education for eligible D-Wave in Motion students
- Create regular program reports
- Work with Education Program to invite D-Wave classes to perform in winter and spring performances.

**Staff Management**

- Hiring, scheduling, and training Teaching Artists for D-Wave in Motion programs
- Managing Teaching Artists contracts, schedules, performance reviews (including site visits) and payroll
- Manage 1-2 program assistants or interns

- Plan and execute Teaching Artist training in the Dancewave Culture Model, including annual workshop series, in collaboration with Director of Education and Executive/Artistic Director

### **Administrative Management**

- Create invoices and contracts for NYC DOE and other clients
- Create and manage program budgets, and attend quarterly budget meetings with Managing Director

### **Development/Fundraising**

- Collaborate with development and marketing teams on program descriptions for grants, web and print materials
- Support Development team with applications for City Council Discretionary Funding, CASA, SU-CASA, and other government funding
- Attend advocacy meetings with elected officials

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Required:**

- B.A. in Liberal Arts, Dance, Education or related field
- Passionate about dance education in the public schools
- Background in dance with an understanding of and/or experience in dance training
- Excellent written, verbal and interpersonal communication skills
- Experience managing administrative staff and teaching artists
- Ability to communicate with a wide range of stakeholders
- Organized, problem solver, able to work in a fast paced environment
- Fluency in Microsoft Office and Google suite

### **Preferred:**

- Knowledge of Common Core Standards, New York State Standards and Blueprint Standards for NYC Public Schools
- Understanding of DOE rules/regulations and NYC Council funding (CASA, Discretionary)

### **TO APPLY:**

Please send a resume, cover letter, and three references to [jobs@dancewave.org](mailto:jobs@dancewave.org) with subject line

**D-Wave in Motion Coordinator**. NO PHONE CALLS.