



POSITION: Special Events Coordinator

REPORTS TO: Managing Director (MD)

HOURS: This is a part-time position for 20-25 hours a week. onsite at Dancewave office; must be available on select evenings and weekends for fundraising and cultivation events and performances

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 Special Events Coordinator at Dancewave produces events from conception to completion. This individual is responsible for overseeing all aspects of special events including, but not limited to the Dancewave Gala and Dancing Through College & Beyond. The Special Events Coordinator is responsible for developing and maintaining relationships with sponsors, donors and supporters in collaboration with the Development team. We are looking for someone who is a creative thinker and will initiate new events.

Position Responsibilities:

- Coordinate all aspects of special events, including planning, contracting with vendors, printing, invitations, managing budgeting, income and expenses, tracking responses, and coordinating entertainment.
- Organize facilities and manage all event details.
- Create detailed event memos that clearly outline logistics and staffing for events.
- Conduct market research, gather information and negotiate contracts.
- Ensure compliance with insurance, legal, health and safety obligations.
- Coordinate with Marketing team to promote and publicize events.
- Written acknowledgement of donors and other partners.
- Liaison to celebrity honorees and guests for special events.
- Research and outreach to potential event sponsors, funders, and advertisers.

Knowledge, Skills and Abilities:

Required:

- Bachelor's degree in the arts, arts administration, business, or nonprofit management, or equivalent experience.
- Prior experience with event planning in a service industry or with a non-profit.
- Ability to think creatively.
- Superb written, oral communication and networking skills.
- Excellent time management skills and ability to meet deadlines.
- Ability to multi-task, prioritize and manage multiple competing demands independently.

- Passion for Dancewave's mission and commitment to serving youth.
- Fluency in Microsoft Office and Google G Suite.
- Ability to speak about dance and dance education.

Preferred:

- Background in dance and/or dance education; work experience with dance company/organization.
- Demonstrated ability to build creative and mutually beneficial partnerships within the nonprofit, public and corporate sectors.
- Understanding and/or experience of PR and marketing concepts and practices.
- Experience with Salesforce, database design or theory.
- Knowledge of Constant Contact.

TO APPLY:

Please send a resume, cover letter, and three references to jobs@dancewave.org with subject line Special Events Coordinator. NO PHONE CALLS.