



**POSITION:** Director of Education  
**SALARY:** Salary commensurate with experience; health benefits  
**REPORTS TO:** Executive/Artistic Director  
**STATUS:** Full time 40 hours/week; must be available for occasional weekend productions and meetings  
**START DATE:** ASAP

Dancewave seeks an experienced, highly organized and innovative individual with superior communication and program management skills to take on the role of Director of Education. In 2019, Dancewave will open a new cultural center in Gowanus, Brooklyn and we are seeking to fill this role with someone who can make a 2+ year commitment and grow with us as we expand our organization to serve more youth.

**RESPONSIBILITIES:**

Dancewave's Director of Education is responsible for day-to-day management and administrative oversight of the organization's educational programs.

Program & Staff Management

- Manage the education team, including full-time and part-time staff, teaching artists, and interns
- Work collaboratively with the Executive/Artistic Director and Managing Director to administer and grow educational programs.
- Manage evaluation of educational programs to ensure continued program development and success.
- Oversee hiring processes and contracts for School at Dancewave Teaching Artists, facilitating Company Program hiring processes in collaboration with Company Program Manager and Executive/Artistic Director.
- Oversee and establish policies and procedures for education programs, ensuring consistent language and application of policies among programs.
- Work collaboratively with the School Manager to develop and grow School at Dancewave curricula, plan classes, and schedule semesters.
- Manage relationships with community partners for ongoing Dancewave classes held at satellite locations.
- Actively seek and developing partnerships and new initiatives with peer and local organizations in support of program development.
- Work collaboratively with Marketing and School staff to produce content for informational and marketing materials.
- Manage and expand, in collaboration with the Development Manager, the Dancewave Scholarship Initiative by overseeing scholarship auditions and awards.
- Work collaboratively with the D-Wave in Motion Coordinator to coordinate program and scholarship auditions in public schools.
- Collaboratively design and implement annual training and staff development workshop with D-Wave in Motion Coordinator, Executive/Artistic Director and consultants.
- Provide excellent customer service to all students, staff and constituents.



### Financial Management

- Manage monthly payroll for School at Dancewave Teaching Artists and Company Program staff.
- Oversee School and Company program budgets, tracking enrollment figures, setting goals for program growth and initiating strategies with program staff to reach these goals.
- With School Manager, create Profit/Loss reports for School at Dancewave and Company programs.

### Event Management

- Direct special events and semester-based performances for the School at Dancewave and Company programs, ensuring event success.
- Develop event budgets and creating financial reports for the Executive/Artistic Director and Managing Director.
- Manage Dancewave's participation in outreach and marketing events.
- Take a leadership role within the Dancewave team at all public events.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

#### *Required*

- B.A. in Liberal Arts, Dance, or Education
- Business or finance related skills
- 5-7 years work experience in arts nonprofit; dance education management preferred
- Background in dance with an understanding of and/or experience in dance training
- Thorough knowledge of theater/dance production
- Superb written, verbal and interpersonal communication skills
- Experience managing people
- Keen attention to detail
- Ability to work well under pressure, be highly organized and solve problems quickly
- People-friendly attitude—must enjoy interacting with toddlers, adolescents and parents
- High fluency in Microsoft Word and Excel; knowledge of Salesforce software a plus
- Ability to learn new computer software programs

#### *Preferred*

- MS, MFA, MA, MPA, MBA or another related degree
- Spanish language knowledge a plus

### **TO APPLY:**

Please send a resume, cover letter, and three references to [jobs@dancewave.org](mailto:jobs@dancewave.org) with subject line *Director of Education*. NO PHONE CALLS.

For more information, please go to [www.dancewave.org](http://www.dancewave.org).