



## **DANCEWAVE OPERATIONS MANAGER**

Dancewave seeks a part-time Operations Manager who can manage studio rentals, assist with facility management and administrative operations for this dance education nonprofit organization located in Park Slope/Downtown Brooklyn. The Operations Manager must be highly motivated, organized, possess superb written and verbal communication skills, and have a strong passion for Dancewave's mission. This position is an incredible opportunity for an ambitious professional to develop new skills and contribute to the growth of an innovative, rapidly expanding cultural and educational organization.

### **Responsibilities:**

- Review and approve studio rental requests in a timely manner
- Communicate with potential renters about request procedures and policies
- Create rental agreements and obtain completed and signed agreements for each renter
- Process payments through Salesforce
- Maintain studio rental calendar in the office and on the website
- Manage key code box, resetting codes and communicating updated codes to renters
- Manage rentals budget, setting achievable quarterly goals for continued program growth
- Complete birthday party requests, coordinate teaching artists and house managers
- Coordinate with Marketing team on promotional and advertising strategies
- Oversee renters use of the space to ensure compliance with all procedures and guidelines
- Provide administrative support by answering office phone lines, responding to general inquiries, and relaying messages to staff at Dancewave.
- Assist with purchasing, procurement, and maintenance, including ordering supplies, scheduling office services, receiving packages and mail, and other relevant duties as needed.
- Perform bookkeeping tasks such as data entry, running cash and credit card reports, and other assignments as directed by the School Manager.

### **Requirements:**

- Bachelor's degree in the arts, arts administration, business, or nonprofit management preferred
- Ability to multi-task, prioritize and manage competing demands
- Excellent time management and interpersonal skills
- Passion for Dancewave's mission and commitment to serving youth
- Fluency in Microsoft Office and Google Suite

**Hours:** We are looking for someone who can work 15 hours a week with the opportunity for expansion in the future. Required hours for the position will be Wednesdays and Thursdays from 4-9pm. We are flexible with the scheduling for the remaining hours.

**How to apply:** Please send a cover letter and resume via email to [jobs@dancewave.org](mailto:jobs@dancewave.org). Please write "Operations Manager" in the subject heading. We will contact those applicants who we wish to interview. Please do not contact us by phone.