



## **Special Events Assistant**

The Special Events Assistant at Dancewave assists the Special Events Coordinator in the production of events from conception to completion. This position will assist the Special Events Coordinator with all special events, including but not limited to the Dancewave Gala and Dancing Through College & Beyond.

### **Responsibilities:**

#### **Assist Special Events Coordinator with all activities including:**

- Maintaining all aspects of special events, including planning, designing, contracting with vendors, printing, disseminating information and invitations, tracking income and responses, coordinating entertainment.
- Organizing facilities and managing all event details.
- Specifying staff requirements and coordinating and overseeing roles.
- Conducting market research, gathering information and negotiating contracts.
- Ensuring compliance with insurance, legal, health and safety obligations.
- Coordinating with marketing and PR to promote and publicize event including social media outlets.
- Assisting with developing and maintaining an event budget.
- Acknowledging donors and other partners.
- Assisting in development of sponsorship materials and packages.
- Researching and contacting potential event sponsors and advertisers.
- Working with the Development Manager in researching grant opportunities for events.

### **Knowledge, Skills and Abilities:**

#### **Required:**

- Bachelor's degree or equivalent preferred
- Prior experience with event planning in a service industry or with a nonprofit.
- Ability to think creatively.
- Superb written, oral communication and networking skills
- Strong organizational skills and attention to detail
- Knowledge of social media to promote events
- 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 Suite (Word, Excel, Power Point, Google Docs)
- Ability to speak about dance and dance education

#### **Preferred:**

- Experience in, knowledge of, and interest in dance and/or dance education
- Experience with Salesforce and constant contact

**Hours:** 15-20 hours per week