



## **Dancewave seeks Seasonal Events Producer**

Dancewave seeks a detail-oriented and motivated individual to lead the organization's annual career preparatory and college fair event. This is a full time, 30-35 hours per week non-exempt seasonal position with a flexible work arrangement. The Seasonal Events Producer works closely with the Executive Director and Director of Operations to ensure successful event execution.

### **About Dancewave**

Dancewave provides access to supportive and empowering dance experiences that center social, emotional and cognitive development through movement. Developing programs to meet community needs, we use dance as a vehicle for transformation, expression, active citizenship and self-reflection. Dancewave creates quality dance education with a focus on transformation and empowerment. We teach participatory learning, decision-making, empathy and self-expression; helping participants to understand themselves in relationship to other people and larger systems, and to become more active members of their community. For more information on our vision, values and portfolio of services, please visit [www.dancewave.org](http://www.dancewave.org).

### **Position Summary & Responsibilities**

Dancewave's 2021 Dancewave Through College and Beyond event will be held virtually in October via the online event platform, Whova. Planning for this year's event is well underway. As such, the Seasonal Events Producer will be responsible for the production, logistics and execution of the event. The Seasonal Events Producer will be supported by a Technical Assistant during the event and will receive on-the-job training during the month of August.

Start Date: August 1, 2021

End Date: October 31, 2021

Location: Hybrid position - Dancewave, 182 Fourth Ave Brooklyn / Remote

Responsibilities include:

- Serving as the event lead, overseeing all aspects of event production from scheduling to execution
- Providing superior customer service to all participating students and colleges
- Overseeing student and college registration and outreach
- Managing auditionee submissions, compiling and sharing with college representatives
- Serving as main point of contact for college representatives

Dancewave • 182 Fourth Avenue, Brooklyn, NY 11217  
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Founded in 1995 by Diane Jacobowitz



- Creating and communicating staff schedules for event support
- Serving as liaison between stakeholders and Whova support representatives
- Coordinating with Dancewave's Marketing team on all event-related public communications
- Managing financial transactions and reporting invoices, payments and deposits
- Supporting sponsorship outreach efforts
- Other tasks as assigned

### **Qualifications**

Successful candidates will have:

- A minimum of two years experience working in event production
- Superb written and verbal communication skills
- High attention to detail
- Enthusiastic and professional demeanor, flexible, can-do attitude
- Interest in Dancewave's mission and commitment to serving youth
- Proficiency with Microsoft Office Suite (Word, Excel, Power Point) and G-Suite

### **Compensation**

The hourly rate for this position is \$20.00 USD. Dancewave offers paid time off and perks such as access to complimentary classes and studio space.

### **Application Instructions**

Interested parties should send a letter of interest and resume to [jobs@dancewave.org](mailto:jobs@dancewave.org). Please include "Special Events Producer" in the subject line and attach all documents in PDF format.

### **Anti-Discrimination Statement**

Dancewave does not discriminate on the basis of race, ethnicity, religion, gender identity, gender expression, age, national origin, disability, marital status, sexual orientation, or military status in any activities or operations.

Furthermore, Dancewave is committed to upholding equitable hiring practices in alignment with our values and all applicable federal/state guidance. Dancewave leadership strives to hire applicants who represent the diverse communities who participate in our programming; actively identifying, encouraging and recruiting applicants from underrepresented populations. Employee mental and physical wellbeing is prioritized.

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