



November 6, 2023

POSITION: Birthday Party House Manager

LOCATION: Dancewave Center 182 Fourth Avenue Brooklyn, NY 11217

HOURS: Generally Sunday mornings 8:30am-1:30pm with an occasional Saturday evening

HIRING TIMELINE: Job opportunity announcement November 6-10, application and interview process November 12-19, position offer November 19-22.

OFFICIAL START DATE: December 2, 2023

PAY: \$25/hr

ORGANIZATIONAL BACKGROUND: Founded in 1995 by Diane Jacobowitz, Dancewave is a socially conscious dance education nonprofit organization that provides access to a community dance experience and encourages individuality and whole person development throughout NYC and beyond. By creating an inclusive environment for all ages, abilities, sexual orientations, racial and socio-economic backgrounds, we engage our diverse audience through an expansive platform of dance performances and classes, youth performing ensembles, dance educator training workshops, dance residencies, college readiness events and subsidized studio rentals, reaching over 6,000 students annually.

Dancewave's unique model combines rigorous training with artistic integrity in a supportive environment. The Dancewave Culture Model (DCM) is grounded in social emotional learning and restorative practices, a social science that studies how to build social capital and achieve social cohesion through participatory learning and decision-making. The DCM is designed to empower students to become Young Artist Citizens by leading and taking ownership of their learning and becoming active and engaged members of their community.

JOB DESCRIPTION: The rentals program at Dancewave offers special event bookings including birthday parties to New York City families with a focus on youth programming. The Birthday Party House Manager is directly responsible for overseeing the successful execution of the flow of events, and guests' experience. While this program continues to expand year over year, the typical amount of bookings fall between 6-9 parties annually.

Dancewave · 182 Fourth Avenue, Brooklyn, NY 11217
718.522.4696 (phone) · 718.596.3010 (fax) · dancewave.org
Founded in 1995 by Diane Jacobowitz



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Position Responsibilities

Facility Management

- House Manager is responsible for opening the facility in a timely manner prior to the guest arrival, ensuring that all areas are in a state of readiness.
 - Cleaning duties include but are not limited spot vacuuming, restocking toilet papers, spot cleaning glass doors if needed, trash removal post event
 - Set up duties include but are not limited to laying carpet tiles in a portion of the studio, setting up kids tables & chairs, preparing art and craft materials, setting up tables in lobby space with tablecloths for guest use

Time Management

- House Manager will oversee the flow of events for the party supporting the Teaching Artist and Assistant with timing cues for studio and lobby happenings. Act as a liaison between the party hosts' requests and the event staff to ensure smooth transitions.

KNOWLEDGE, SKILLS AND ABILITIES

Preferred:

- 1-2 years of Customer service experience
- Interest in Arts and Nonprofit Administration
- Passionate about dance education and community connections
- Excellent verbal and interpersonal communication skills
- Ability to communicate with a diverse range of stakeholders
- Organized, problem solver, and able to work in a fast paced environment

TO APPLY:

Please send a resume to jobs@dancewave.org with the subject line **Birthday Party House Manager**. NO PHONE CALLS.