



## Dancewave Seeks Business Operations Coordinator

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**POSITION:** Business Operations Coordinator

**REPORTS TO:** Managing Director

**HOURS:** An average of 20 hours per week as per positional and organizational needs.

**WORKPLACE:** The Dancewave Center is located at 182 4th Avenue, Brooklyn, NY, 11217. This position is hybrid, with the expectation to work 2-3 days per week in-person and up to 1 day per week remote. Occasional evening and weekend work may be required.

**HIRING TIMELINE:** Applications will be reviewed on a rolling basis, with priority given to applications received on or before July 25, 2025. Selected applicants will be invited to participate in an introductory phone interview (rolling schedule), with finalists participating in a Zoom interview with members of the hiring team anticipated for July 28 through August 8.

**ANTICIPATED START DATE:** September 2, 2025 with paid training in August (Schedule TBD)

**ORGANIZATIONAL BACKGROUND:** Founded in 1995, 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 fosters a culture where dance is celebrated as a healing and inclusive art form.

Dancewave envisions a future where dance is available to all populations, especially those who have ever been denied access to dance education. Dancewave acts as a resource and community hub for artists, educators and young visionaries, extending opportunities for our audience to participate in advocacy efforts and social change movements. For more information about Dancewave, please visit [www.dancewave.org](http://www.dancewave.org).

**ORGANIZATIONAL CULTURE:** Dancewave seeks to live its [mission, vision and values](#) at all levels of the organization. We work collaboratively and invite staff at all levels of the organization to participate in decision making that directly impacts the future of the organization.



Dancewave is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information.

**JOB DESCRIPTION:** The Business Operations Coordinator plays an important role in supporting the daily operations of a vibrant dance education nonprofit organization. Working closely with the organization's Managing Director and Facilities and Rentals Manager, the Business Operations Coordinator helps to ensure the organization provides consistent and reliable service year-round.

Responsibilities include:

**Operations** (55% of time)

- Oversee daily operations and ensure high quality customer service experiences at the Dancewave Center; manage phone lines, general inquiries and internal staff operational support.
- Support rentals and special event scheduling, invoicing, and communications.
- Oversee facility communications, including managing general email accounts and monthly staff updates.
- Monitor and manage merchandise and concessions inventory, sales, and staff coordination.
- Support coordinating logistics for community engagement activities and volunteer events

**Financial Management** (40% of time)

- Manage financial processes including invoicing, billing, expense tracking, deposits, and monthly reconciliations.
- Support budgeting, audit preparation, and financial communications with stakeholders.

**Personnel** (5% of time)

- Assist Managing Director with HR functions such as onboarding/offboarding, PTO tracking, annual training compliance, and IT support.

**POSITION REQUIREMENTS:**

- Ability to move up and down stairs at buildings where elevators may not be available
- Ability to lift up to 20-30 pounds to maneuver physical objects at the facility
- Must have access to a laptop with capability for Google Suite and Zoom



- Must be able to work in person at the Dancewave Center, including evenings and weekends

**KNOWLEDGE, SKILLS AND ABILITIES NEEDED:**

- At least one year of experience providing direct customer service
- Strong written, verbal and interpersonal communication skills
- Ability to communicate with a wide range of stakeholders
- Organized and agile problem solver, comfortable with working in a fast-paced environment
- Great attention to detail
- Interest in Dancewave's mission and commitment to empowering youth
- Interest in arts advocacy
- Interest in financial management
- Proficiency with Google Suite
- Familiarity with Squarespace preferred

Successful candidates will possess the following attributes:

- Restorative Mindset: We are looking for someone who is skilled at resolving conflict from a restorative standpoint.
- Flexible: We are a small non-profit navigating many evolving programs so there is a certain amount of adaptability needed for the role.
- Collaborative: We are a collaborative workforce, and work closely with our departments and cross departmentally. Sensitive and transparent communication is important to us.
- Committed to anti-racism and social justice: Dancewave believes in creating a work culture and programming that works to subvert oppressive systems in the dance world and non-profit industry. A commitment to pushing this work forward is a must.

**COMPENSATION AND BENEFITS:** The hourly rate of \$20.00 is aligned with the organization's current compensation structure and will be the final offer for the successful candidate for this position. Dancewave offers a comprehensive benefits package including paid holidays and closures observed by the organization, unlimited paid time off, and various perks including complimentary classes and studio space.

**TO APPLY:** Please send a resume and cover letter to [jobs@dancewave.org](mailto:jobs@dancewave.org) with the subject line "**Operations Coordinator - Your Name**"

Dancewave provides reasonable accommodation to job applicants and employees with disabilities in accordance with the Americans With Disabilities Act and applicable state and local laws, except where doing so would create an undue hardship for Dancewave. If reasonable accommodation is needed to participate in the job



application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Executive Director Nicole Touzien via email at [leadership@dancewave.org](mailto:leadership@dancewave.org) or via phone at 718-522-4696.