



## Dancewave Seeks Facilities and Rentals Manager

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**POSITION:** Facilities and Rentals Manager

**REPORTS TO:** Managing Director

**HOURS:** 30 hours per week with in-person shifts on Wednesdays, Saturdays and Sundays. Evening work may be required.

**WORKPLACE:** The Dancewave Center is located at 182 4th Avenue, Brooklyn, NY, 11217. This position will work an estimated 70% onsite and up to 30% remote.

**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:** Dancewave's Facilities and Rentals Manager is a key steward of the organization, ensuring that the organization's physical location remains accessible and welcoming to all. The Facilities and Rentals Manager provides excellent customer service, proactively building and maintaining positive, long-term relationships with prospective and existing renters and various stakeholders, and ensures that the organization's physical studio location remains well-maintained and fully operational.

Responsibilities include:

### **RENTALS MANAGEMENT (65% of time)**

#### Studio Rentals

- Serve as the primary contact for all renters—answering inquiries, coordinating bookings, and ensuring renter satisfaction.
- With guidance from the Managing Director, update rental policies, procedures, and documentation; maintain clear and organized rental records.
- Monitor studio scheduling to avoid conflicts and ensure optimal use of space.
- Coordinate logistics and on-site needs for renters, including tech specs, equipment use, and staffing support.

#### Financial & Administrative

- Manage rental invoicing and payment processing using scheduling software (e.g., Acuity); with support from the Operations Coordinator and front desk team as needed.
- Manage the annual rentals budget; track expenses, analyze performance, and report regularly to leadership.
- Maintain up-to-date entries in the studio's variable expense tracker.
- Prepare and submit quarterly metrics reports on rentals usage, income, and audience engagement.

#### Event & Program Support

- Oversee the planning and execution of in-house rental events, performances, and showcases.
- Hire and schedule support staff for events, including Teaching Artists, Assistants, Lighting Designers, and House Managers.



- Manage operations for Class Share programs and support public performance logistics.

#### Communications & Marketing

- Maintain consistent communication with external renters to support scheduling, promotions, and follow-up.
- Work with the Communications Director to draft and send promotional e-blasts related to rentals and public programs.
- Partner with the Marketing team to promote studio rental opportunities and renter-led events.

### **FACILITY OPERATIONS MANAGEMENT (25% of time)**

#### Facilities Management

- Ensure the facility is welcoming and accessible to all visitors by regularly assessing physical spaces, signage, and amenities; coordinate accommodations as needed and address any barriers to access in collaboration with relevant staff.
- Oversee security systems and CCTV accounts, ensuring a secure and well-maintained facility; in the event of any facility related emergencies, on-call response is expected to ensure quick resolution
- Manage facility maintenance and cleanliness, including regular coordination with cleaning vendors and addressing repairs as needed.
- Conduct staff training on facility procedures, security protocols, and equipment use.
- Organize and lead the annual spring cleaning initiative, engaging staff and volunteers in facility-wide upkeep efforts.
- Monitor and manage all utility accounts and associated expenses to ensure cost-efficiency and uninterrupted service.

#### Human Resources & IT Support

- Oversee onboarding and orientation for the Work Exchange program, including communication of expectations and facility access.
- Oversee Paid Time Off (PTO) requests through Paycom, Dancewave's payroll platform. Additionally approve larger requests in collaboration with the Managing Director
- Provide day-to-day IT support for staff, including device troubleshooting, software access, and account management.
- Maintain and manage the organization's staff scheduling tool, ensuring accuracy and accessibility.



### **COMMUNITY ENGAGEMENT (7% of time)**

- Proactively build and maintain strong relationships with current and prospective renters by providing excellent communication, support, and follow-up to encourage repeat bookings and long-term partnerships.
- Cultivate and maintain partnerships with local organizations (e.g., Arts Gowanus, CHiPS, Gowanus Mutual Aid) to support collaborative programming and strengthen community ties.
- Coordinate seasonal community activations, including in-house volunteer opportunities and events, with support from the Operations Coordinator.

### **PRODUCTIONS & EVENT MANAGEMENT (3% of time)**

- Support logistics coordination for key productions including staff scheduling, technical requirements, and volunteer coordination.
- Support live stream technical needs with guidance from the Communications Director
- Support physical production setup, including audience seating, load-in, and strike for live events.

### **POSITION REQUIREMENTS:**

- Ability to move up and down stairs at buildings where elevators may not be available
- Ability to lift up to 20-40 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 working in technical/stage production
- One to two years of experience providing direct customer service
- Experience with staff scheduling
- 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 event 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 annual salary for this 30-hour per week position is \$39,000, in alignment 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, access to an employee-sponsored health insurance plan (with 50% contribution), Simple IRA contribution match (up to 3%) 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 "**Facilities and Rentals Manager- 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.