



## **D-Wave in Motion Coordinator at Dancewave**

*Part Time 25-30 hours with potential for full time*

**Overview:** The D-Wave in Motion program at Dancewave brings dance programming into New York City public schools and community centers. D-Wave in Motion offers a wide variety of dance disciplines such as African, hip hop, ballet, jazz, classical chinese, salsa and creative movement and serves all boroughs.

The D-Wave in Motion Coordinator is directly responsible for overseeing and coordinating all outreach and offsite dance classes through our residency programs, master classes and Dancewave Company performance tours.

### **Position Responsibilities:**

#### **Arts in Education | Residency Program**

- Proactive advocacy and promotion of dance education
- Secure and grow the minimum of 15 in-school/after-school and community center residencies per school year and 10-12 Master Classes through the Master Class Tour (MCT) outreach initiative
- Serve as primary contact for all communication with client schools/centers to plan, schedule and tailor dance residencies to the specific needs/interests of each school
- Create content and produce annual teacher training in August in collaboration with Director of Education and Executive/Artistic Director
- Schedule residency terms, planning meetings, performances, reflection and follow-up meetings
- Hire qualified Teaching Artists for residencies
- Manage Teaching Artist roster and documented staff evaluations
- Create invoices and contracts for NYC DOE, client schools, and Teaching Artists
- Document all aspects of each residency/workshop, via video/photo and regular site visits
- Using evaluative rubrics, measure impact and effectiveness of D-Wave program in each school as well as impact on all stakeholders
- Document program feedback from stakeholders, including classroom teachers, D-Wave Teaching Artists, students and school administrators
- Attending/documenting final showings and performances in the schools
- Create regular program reports for Director of Education and Executive/Artistic Director

#### **Arts in Education | Master Class Tour & Scholarship Initiative**

- Organize and manage all aspects of MASTER CLASS TOUR (MCT), a Dancewave outreach program open and free to all NYC public schools
- Secure and strategically schedule 10-12 Master Classes/Partner Schools
- Outreach to a minimum of 100 public schools/dance teachers with MCT opportunity application
- Hire and oversee Teaching Artists, ensuring staff serve as ambassadors for Dancewave's brand
- Promote Dancewave Scholarship Initiative and educational programs at partner schools
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- Plan on-site and off-site scholarship auditions in collaboration with Director of Education and Executive/Artistic Director
- Manage scholarship and program invitation letters and communication

## **Development**

- Write program descriptions for Arts Education grants, website or marketing materials in conjunction with Development Associate and Marketing team
- Support Development Associate and Executive/Artistic Director with applications for City Council Discretionary Funding, CASA and SU-CASA, government funding and attending advocacy meetings with City Council
- Work collaboratively with Director of Education and Executive/Artistic Director in programming and special initiatives to support the growth of educational programming at Dancewave and beyond

## **Programs Support**

- Assist and attend all special events hosted by Dancewave, including but not limited to Holiday Fiesta performances, Dancewave's Gala, Dancing Through College & Beyond, and Spring Celebration performances

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Required:**

- B.A. in Liberal Arts, Dance, Education or related field
- Business skills, comfortable with creating and managing budgets
- Superb written, verbal and interpersonal communication skills
- Background in dance with an understanding of and/or experience in dance training
- Passionate about Dance Education in the public schools
- Thorough knowledge of theater/dance production
- Experience overseeing others
- Obsessive attention to detail and organization
- Ability to work well under pressure, and solve problems quickly
- People-friendly attitude—must be able to communicate with, coordinate and manage students, teaching artists and school teachers/Assistant Principals
- Fluency in Microsoft Word and Excel and Google suite; knowledge of Salesforce software a plus
- Ability to learn new computer software programs
- Positive, flexible, can-do and team player attitude

### **Preferred:**

- Knowledge of Common Core Standards, New York State Standards and Blueprint Standards for NYC Public Schools
- Understanding of DOE rules/regulations and NYC Council funding (CASA, Discretionary)

## **WORKING ENVIRONMENT:**

- Four (4) full-time staff members
- Small office adjacent to dance studio
- Includes off site meetings and site visits