

Thursday, December 29, 2011

## Education Assistant at Dance New Amsterdam

To apply for this position please send your resume along with a cover letter to: Jamie Dowd Education Director  
jdowd@dnadance.org

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<!--[if gte mso 9]><xml> Normal 0 false false false MicrosoftInternetExplorer4 </xml><![endif]><!--[if gte mso 9]><xml> </xml><![endif]><!--[if gte mso 10]> <style> /\* Style Definitions \*/ table.MsoNormalTable {mso-style-name:"Table Normal"; mso-tstyle-rowband-size:0; mso-tstyle-colband-size:0; mso-style-noshow:yes; mso-style-parent:""; mso-padding-alt:0in 5.4pt 0in 5.4pt; mso-para-margin:0in; mso-para-margin-bottom:.0001pt; mso-pagination:widow-orphan; font-size:10.0pt; font-family:"Times New Roman"; mso-ansi-language:#0400; mso-fareast-language:#0400; mso-bidi-language:#0400;} </style> Reports to: Education Director  
25 Hours a week.

Compensation is negotiable

### Position Overview:

Assist in the coordination of education administration and assignments relating to daily studio operations

### Responsibilities:

#### Administrative:

- Responsible for general clerical duties, class schedules, instructor/musician personnel files and all related materials
- General financial reporting of workshops and certifications held at DNA
- Set-up and follow through for the Pilates Certification as well as workshops held at DNA
- Directly working with the Education Director on class subbing and new hire protocols

### Internship/Work study Program:

- Coordinate current intern/work studies schedules and inquiries
- Process evaluation paper
- Coordinate with departments for needs to be met with intern

### Musicians

- Scheduling of permanent musicians for class accompaniment and special guest artist
- Track musician timesheets and class scheduling
- Negotiate contracts, coordinate payroll
- New Hire I-9 compliance

### Qualifications

- BA/BS degree is preferred and 1+ year of experience in school administration
- Preferred knowledge of MindBody software system
- Proven ability to work as both a team member & independent leader
- Desire to work with diverse staff
- Experience with a dance institution a plus
- Detail oriented

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