

Monday, August 13, 2012

Administrative Assistant (Full Time)

info@streb.org

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Administrative Assistant (full-time position)
STREB Lab for Action Mechanics (SLAM)
Williamsburg Brooklyn, NY

SLAM, home of the STREB Extreme Action Company, the Espana/STREB Trapeze Academy and the POPACTION School seeks an Administrative Assistant to work in its fast-paced, multifaceted, public oriented, open access space.

Qualifications include being a self-starter with a positive attitude and strong work ethic. The successful candidate must be able to work independently as well as perform as part of a team, must be an excellent communicator, very organized, confident in customer service and highly adept at multitasking. S/he must be flexible, helpful, responsible, and highly attentive to time, detail, priorities and SLAM's unique environment.

The Administrative Assistant will be supervised by STREB's Administrative Director.

Responsibilities include but are not limited to the following:

- receptionist duties
- front desk customer service including class and rental check-in, processing payments, providing information about SLAM programs
- maintaining organizational and weekly staff calendars
- responding to emails/ routing messages to appropriate staff
- maintaining mailing lists
- general photocopying, material collation, and other clerical duties
- ordering and managing deliveries for all office supplies
- monitoring and controlling inventory, anticipating and placing orders as needed, coordinating with other staff
- helping maintain facilities to ensure they are operational and presentable at all times
- maintaining and reconcile office petty cash fund
- coordinating and setting-up meetings and conference calls
- providing administrative assistance to staff, as needed
- running errands, as necessary

Qualifications and Preferred Skills:

- prior work experience that includes administrative or clerical responsibilities
- proficient in MS Office
- experience with Mindbody Online a plus
- effective verbal and written communication skills

Please email a letter of interest and qualifications to info@streb.org.
Please copy and paste the content of the attachments into the body of the email.
No phone calls, please.

Website: www.streb.org

(Recent STREB performance footage: http://youtu.be/_zS2_gdyf8)

General Information

SLAM is located in Williamsburg, Brooklyn, and is the home of STREB activities. Open rehearsals, performances, STREB classes, and other explorations of action mechanics happen here daily. SLAM is open to the public any time that staff is present.

History

In January 2003, STREB moved into a then vacant former loading facility for the Old Dutch Mustard Company. While preserving both the space's unobstructed dimensions (30' high ceilings and 50' x 100' footprint) and physical character (exposed cinder block walls and steel I-Beams and a street-level loading gate), STREB transformed 51 North 1st Street into the STREB LAB FOR ACTION MECHANICS (SLAM), a multipurpose space which accommodates the company's school, 150-seat performance space, rehearsal facilities, trapeze rig, administrative offices, technical shop and storage.

Since 2003, SLAM has become a gathering spot for exchange of creative ideas across cultures of kids, dancers, gymnasts, circus specialists and pedestrians. SLAM is a place to experiment, a place that examines the difference between public and private, a place that is all public, all the time. Over the course of a year, nearly 6,000 people see one of 40 performances of STREB in its own performing space, over 400 students come to SLAM weekly to attend one of over 40 classes, and renters, primarily individual artists, use the space over 50 hours per week.

With unprecedented support for building acquisition from the New York City Department of Cultural Affairs, the New York City Council, the Mayor's Office and the Brooklyn Borough President's Office, the company purchased SLAM in November 2007.

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