

Tuesday, September 4, 2012

Dance Administrator Position

jobs@bwydance.com

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Broadway Dance Center is seeking a serious career-minded individual for immediate placement as our Educational Programs Coordinator. Candidates should have a college degree, approximately five years' administrative experience, excellent organizational and writing skills, knowledge of dance industry, strong computer skills (Microsoft Office), should be extremely detail oriented, and comfortable with public speaking. Position includes reviewing student applications, processing student visa paperwork, maintaining departmental financials, as well as assisting at student showcases, and sundry other tasks. Competitive compensation and room for growth. Please email jobs@bwydance.com with rsum and clear career objectives.

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