

Wednesday, February 12, 2014

## Interim Dance Studio Administrator

info@cumbedance.com

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Cumbe: Center for African and Diaspora Dance is looking for a Dance Studio Administrator to take responsibility for key financial, operational, and administrative functions for an interim 3-6 month period. This position joins Cumbe's senior team to manage multiple facets of a vibrant, growing dance studio.

We are seeking an experienced and enthusiastic manager with strong initiative and excellent organizational, problem-solving and communications skills. The interim Dance Studio Administrator will work closely with Cumbe's senior management team, which includes the Director, Artistic Director, Studio Manager and Marketing and Outreach Coordinator, and our staff.

Opened in January 2012, Cumbe is the new home for African and African diaspora dance and music in Brooklyn. Cumbe brings together, under one roof, classes and cultural education for dances and rhythms from Africa, the Americas and the Caribbean.

### Responsibilities

- AAdminister Cumbe's financial operations, including accounts receivables and payables; daily and monthly financial and operational reports; tracking and projecting expenses; and developing various additional financial reports.
- FiField inquiries from and provide assistance to Cumbe's full range of teachers, students and families, and Cumbe's program and marketing staff on the Center's full range of services: dance classes for adults and children, parties, space rentals, outside programmatic engagements, and more.
- MManage studio rentals, special events and outside programmatic engagements. This includes assessing the needs of the inquiring individual, company or organization; identifying teachers and performers for engagements; negotiating terms; overseeing the preparation and execution of agreements; and following up to ensure client satisfaction
- RRun business operations including execution of agreements with teachers, renters, and outside vendors; ensuring compliance with required regulatory forms and notices for staff, teachers and consultants; overseeing vendor relationships, product sales and inventory; and ensuring the maintenance of customer databases and distribution lists.
- AAssist in the management of the studio's daily operations, including managing studio supplies and ensuring that our facilities are clean, neat, attractive and in good repair. Position requires being "on call" on evenings and weekends in case urgent issues arise at the studio.
- AAssist Cumbe's Director as needed in a range of projects and tasks.

### Qualifications

Candidates should have at least 5 years professional experience and should be:

- HHighly organized
- DDetail-oriented
- CCreative problem-solvers
- EEffective communicators
- Strong project managers
- A Able to take initiative and work in a fast-paced environment
- WWillig to tackle challenges
- S Skilled in and unafraid of financial administration
- FIFlexible and have a sense of humor

### More about **Cumbe: Center for African and Diaspora Dance**

At Cumbe, young people, adults and families alike discover the joy and vitality of music and dance. Through a rich array of classes for young people and adults, and some of the best teachers in NYC, students from novice to the experienced delve into the rhythms of Africa, Brazil, Cuba, Haiti and more. Performances, talks, and parties encourage a deeper understanding of the origins, meaning and evolution of these many dances, as well as connections between them. Marking life moments big and small, joyous and fierce, dances from Africa and countries nourished and inspired by African traditions bring tremendous spirit to our modern lives. Through dance and music, Cumbe is creating a community that celebrates exuberance, sensuality, power and laughter! Learn more about us at [www.cumbedance.com](http://www.cumbedance.com).

Cumbe is located on Fulton Street right off Flatbush Avenue (near BAM and Barclays Center) and is very easy to get to – we're close to most major subway lines.

Qualified candidates should send a cover letter and resume to [info@cumbedance.com](mailto:info@cumbedance.com) with the subject line "Interim Dance Studio Administrator." Application deadline is February 28 or until the position is filled. Salary commensurate with experience.

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