

Thursday, December 17, 2015

Administrator, Jessica Lang Dance Center

Company: Jessica Lang Dance
Location: Long Island City, NY

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Jessica Lang Dance Center (JLDC) is the permanent home in Long Island City, Queens for Jessica Lang Dance, a professional dance company under the Artistic Direction of choreographer Jessica Lang. The JLDC engages and enriches the LIC community providing dance classes for children and adults.

To learn more about the company please visit www.jessicalangdance.com.

JESSICA LANG DANCE CENTER ADMINISTRATOR JOB DESCRIPTION:

The JLDC Administrator is a full-time position and is responsible for the overall administration of the Center's activities and for supporting the Director and Business Manager of JLDC.

The Administrator's responsibilities include, but are not limited to:

Administrative Duties & Office Operations

- Assist the JLDC Director and Business Manager in daily operations of the Center, including calls to parents, booking faculty and accompanists, distributing schedules, and checking students in/out of class.
- Organize and staff registration fairs for Fall 2016 opening
- Draft correspondence, prepare spreadsheets and process large amounts of information to organize and utilize.
- Maintain JLDC office files, systems, and technology operations. Troubleshoot and schedule solutions as appropriate. Procure supplies as needed.
- Process all class registrations and forms, creating class rosters and ensuring the studio database is current and updated
- Assist and oversee accuracy and timelines of accounts receivable and collections.
- Assist with class scheduling and calendar planning for each season
- Working with Director and Business Manager, update JLDC website and social media regularly with class descriptions and changes
- Assist Business manager with logistics of outside rentals, communicating with renters as needed and obtaining necessary paperwork as requested by JLDC Business Manager or Executive Director

Director Support

- Develop coordinated agenda between JLD and JLDC for weekly meeting with all Directors and support staff.
- Help JLDC Director and Business Manager make efficient use of their time by handling day-to-day administrative tasks.
- Act as liaison with people from both inside and outside the organization. In particular, handle phone calls, emails and other requests from parents and students, corresponding on their behalf as needed.

A successful candidate will have the following qualities:

- Passion for dance, education and the arts
- Organized and an impeccable attention to detail
- Past experience working in dance preferred
- Flexible schedule
- Courteous manner, with strong interpersonal and customer service skills
- Able to handle a diverse set of tasks and plan each day accordingly
- Strong writing skills
- Proficient with Outlook, Mac computer programs, Microsoft Office Suite, and studio software
- Punctual and Self-motivated
- Salary is commensurate with experience. Benefits included.

For consideration, submit resume and cover letter to info@jessicalangdance.com with subject line "JLDC Administrator position."

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[< back](#)

[previous listing](#) • [next listing](#)