

Monday, May 23, 2016

## The School at Steps seeks an Administrative Assistant

Company: The School at Steps

Location: New York, NY

Compensation: Compensation: \$14.00 – 16.00 per hour (Commensurate with Experience)

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The School at Steps, a division of Steps on Broadway, is seeking an Administrative Assistant to oversee our Office Assistants Program and perform various other tasks.

Schedule: 40 hours per week, schedule to be determined. Some nights/weekends required.

Compensation: \$14.00 – 16.00 per hour (Commensurate with Experience)

IMPORTANT: Please note that due to position responsibilities, there is minimal flexibility in scheduling, as a result, it would not be an ideal position for anyone that is actively pursuing professional opportunities in dance and/or other related opportunities outside of Arts Administration.

Responsibilities and skills include, but are not limited to:

- Oversee Office Assistants Program
- Interview, hire and schedule all Office and Teaching Assistants and Pas de Deux Partners
- Provide training for Office Assistants
- Manage Social Media Page for Program
- Assist at School Performances and Events
- Enroll Students
- Ensure that Dress Code is adhered to
- Assist Director as needed

Proficiency in Microsoft Office is required.

Experience using MindBody Software and a sense of humor are a plus.

Strong interpersonal and supervisory skills are essential.

If you are interested in joining our talented team and working in a friendly and dynamic environment, please send:

- Cover Letter
- Resume
- Hourly Rate Expectations
- Contact information for two professional references

To: [bobf@webwps.com](mailto:bobf@webwps.com)

Steps on Broadway is an Equal Opportunity Employer

Please visit us on the web at [www.stepsnyc.com](http://www.stepsnyc.com)

The School at Steps  
New York, NY  
<https://stepsnyc.com/the-school-at-steps/>

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