

Tuesday, July 5, 2016

Front Desk Admin Work-Study Program at Peridance Capezio Center

Company: Peridance Capezio Center
Location: New York , NY

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Front Desk Admin Work-Studies needed at Peridance!

Responsibilities:

This position encompasses a very wide range of duties including:

Receptionist duties such as welcoming customers, answering questions, etc.

Light phone calls answering (most calls are answered by the office not the front desk)

Counting classes for class counts

Handling and registering new customers, workshops and special classes attendees

Daily communication with Peridance's maintenance crew about day-to-day keep-up of studios, dressing rooms, and lobbies.

Assisting Front Desk Manager on duty

Requirements:

Excellent communication skills

Fluency with all Microsoft Office applications on Mac

Self-motivated with a professional demeanor

A great appreciation of dance

Familiarity with the NYC dance scene is a huge plus

Schedule:

The studio is open 7 days a week, times to be discussed at time of interview, please include your weekly/daily availability on your application.

Weekdays hours (Mon-Fri)

Morning Shift - 7:30AM - 3:30PM

OR

Evening Shift - 3:00PM - 11:00PM

Weekend hours

Saturday - 8:00AM - 8:00PM

Sunday - 9:00AM - 6:00PM

Interested applicants, please send your resume, a headshot and a cover letter to Nick Neagle at nick@peridance.com with subject line "Front Desk Work Study."

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