

Wednesday, July 13, 2016

## Jessica Lang Dance Center Studio Manager

Company: Jessica Lang Dance Center  
Location: Long Island City, NY  
Compensation: Part-Time Hourly Wage

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Jessica Lang Dance Center serves as the home of Jessica Lang Dance, an internationally renowned company under the direction of Artistic Director and choreographer Jessica Lang. JLDC reflects the spirit of Jessica Lang Dance in its celebration of dance, music and creative practice and the artistic vision and belief of Jessica Lang in education through dance. Located in the heart of Long Island City and opening in September 2016, the Center will engage and enrich the Borough of Queens by providing a variety of dance classes for all ages and abilities.

To learn more about Jessica Lang Dance Center please visit [jessicalangdancecenter.com](http://jessicalangdancecenter.com)

The JLDC Studio Manager position is part time with hourly pay and a flexible schedule. The Studio Manager is responsible for general administrative duties as well as facilities cleaning and maintenance.

Part Time  
Hourly pay  
Flexible schedule a plus

Responsibilities will include, but not be limited to, the following:

### Receptionist:

- Sign-in adult students and check attendance, upholding JLDC's high standard of customer service
- Welcome and orient parents, students, visitors and staff
- Maintain Dance Center security including a visitor sign-in log for all vendors, renters, and guests
- Serve as a liaison between students, renters and administrative staff
- Provide general administrative assistance i.e. assisting with programming inquiries, answering phones and routing calls, troubleshooting visitor requests and accepting mail and packages.
- Ensure the front desk is organized and that all printed materials are properly stocked, keeping inventory of anything that maybe needed
- Maintaining positive relations with parents and students

### Studio / Facility maintenance:

- Perform general light cleaning of 2 dance studios and offices spaces as well as assist with general building maintenance
- Assist with evening operations and facilities needs, keeping open line of communication with teacher and renters. (climate control, sound system, accessories, keys, etc.)
- General maintenance and upkeep of equipment including floors, sound system, lights, climate control, etc.
- Track weekly Dance Center studio maintenance needs and oversee log of short and long-term projects
- Oversee building inventory and communicate needs effectively
- Maintain cleaning and safety standards at all times
- Assist JLDC Staff to close the building.

JLDC is looking for candidates who work well with the dedicated, mindful, and supportive environment at the Jessica Lang Dance Center. A successful candidate will be punctual, personable, and able to work in a fast-paced environment while keeping a calm and professional demeanor.

### Schedule:

5-6 shifts per week, Monday-Saturday, to be determined based on current schedule and availability

Monday- Friday  
5-9pm  
Front Desk

Saturday  
2-6pm  
Front Desk

QUALIFICATIONS:

- Extremely reliable, punctual and dedicated with positive attitude, and good work ethic
- A working knowledge of dance studio functions a plus
- Well organized, strong attention to detail, and ability to multi-task.
- Presents oneself in a mature, polite, friendly manner
- Interest in working with our community (children, adults)
- Passion for arts and interest in working for a non-profit organization
- Ability to work independently and as a member of a team
- Familiarity with an office environment and dance studio facility
- Comfort working in a fast-paced environment
- Willingness to complete basic first aid/CPR training

Compensation:

Hourly wage

For consideration, submit resume and cover letter as one PDF to [center@jessicalangdance.com](mailto:center@jessicalangdance.com) with subject line "JLDC Studio Manager position."

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Jessica Lang Dance Center  
5-39 46th Ave  
Long Island City, NY, 11101  
[www.jessicalangdance.com](http://www.jessicalangdance.com)

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For more information:  
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[center@jessicalangdance.com](mailto:center@jessicalangdance.com)

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