

Monday, April 3, 2017

Assistant to the School Director

Company: Steps on Broadway

Location: New York, NY

Compensation: \$16.00 per hour

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The School at Steps, a division of Steps on Broadway, is seeking an Assistant to the Director.

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

Compensation: \$16.00 per hour – Plus Benefits Package and Unlimited Classes

IMPORTANT: Please note that due to position responsibilities, 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.

We are looking for an Assistant that will handle a variety of tasks and project support for the School Director.

Skills Required:

Proficiency in Microsoft Office.

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

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

Cover Letter

Resume

Contact information for two professional references

To: bobf@webwps.com

Steps on Broadway is an Equal Opportunity Employer

Please visit us on the web at www.stepsnyc.com

Steps on Broadway
2121 Broadway
New York, NY, 10023
2128742413
stepsnyc.com

For more information:

Bob

bobf@webwps.com

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