

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](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)

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