

Wednesday, May 24, 2017

## DANCE STUDIO MANAGER - House of Duende

Company: House of Duende  
Location: New York, NY  
Compensation: Internship

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Katie Ostrowski

### STUDIO MANAGER IN EAST HARLEM DANCE STUDIO

House of Duende  
165 E 111th Street  
New York, NY 10029

Unpaid Internship  
6/12/2017- 8/31/2017  
(with opportunity to extend into Fall 2017)

COMMITMENT: 20 Hours per week

**MISSION STATEMENT:** House of Duende™ is a new dance studio & collaborative intercultural arts organization based in East Harlem, NYC founded by Artistic Director Arielle Rosales. We believe in the power of community and universal languages of the arts. Our services, (which range from ongoing daily classes at the studio, community outreach programs, and collaborative residencies with outside organizations), are based in process over product. We invite people of all backgrounds, walks of life, ages, ethnicities, cultures, races, faiths, physical abilities, sexual orientations and gender identifications to come and experience what cannot be put into words. #unleashyourduende

#### JOB DUTIES:

- Scheduling
- Faculty & Admin team coordination
- Budgeting
- Microsoft Office
- Mindbody
- Faculty Payroll
- Rentals

#### APPLICANTS SHOULD REQUIRE THE FOLLOWING SKILLS/QUALITIES:

- Ability to understand basic metrics that drive a studio's success
- Strong leadership skills. Ability to effectively teach/develop others
- Strong operations experience in receiving, stock and inventory as well as front-end management and office management.
- Ability to organize and prioritize multiple tasks in a fast-paced environment
- Strong interpersonal, motivational, communication and organizational skills
- Proficient at Microsoft Office (Excel, Word, etc), Outlook and Gmail
- Confident • Friendly and outgoing personality
- Must own a smart phone
- Previous retail management experience
- Ability to commit a 2-3hr block of time everyday Mon-Fri

**REWARDS:** Free classes at House of Duende and opportunity to use available studio space.

**OPPORTUNITY FOR PAY!** As Studio Manager of House of Duende, the candidate is eligible for a30% commission for any and all rentals of the space booked during their hours of duty towards the studio.

**TO APPLY:** Send your resume, 2 professional references, and a short cover letter in body of the email sent to [houseofduende@gmail.com](mailto:houseofduende@gmail.com) by

Friday, June 9th, 2017!

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House of Duende  
165 E 111 ST  
New York, NY, 10029  
917-292-4508  
[www.houseofduende.com](http://www.houseofduende.com)

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