

Friday, October 20, 2017

## Administrative/Operations Assistant

Company: Cora Dance

Location: Brooklyn, NY

Compensation: Hourly wage. \$15 per hour, 18 hours a week most weeks, November 2017 - June 2018

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### Organizational Overview:

The Cora Studio, located in Red Hook, Brooklyn, is home to the not-for-profit professional dance company Shannon Hummel/Cora Dance and its pay-what-you-can dance school whose mission is to offer exceptional dance experiences to those who lack access to strong, ongoing dance training and performance. Placing equal focus high quality artistic programming and creating impactful in-roads to those programs for low-income populations, Cora offers 5 days a week of professionally led sliding scale classes in Ballet, Hip Hop, Improvisation & Composition, Modern, Step and other disciplines; support services such as after-school pick-up from local schools, free snack, dancewear and shoes to all students; and 3 levels of pre-professional repertory youth companies for the organization's most advanced and dedicated students. Always with an eye on creating access to live performance, the critically acclaimed professional company, Shannon Hummel/Cora Dance, performs locally and nationally, appearing as much in gymnasiums, church basements and parks as on many of the country's finest stages. Using art as a catalyst for unity and understanding, Cora is a highly respected, deeply engaged fixture both in the local Red Hook community as well as the broader NYC dance community. For more information, please visit [www.coradance.org](http://www.coradance.org).

### Position Overview:

Cora Dance seeks a part-time Operations Assistant to provide support to the Managing Director and Programs Manager in all aspects of day-to-day administration of the Cora Studio and it's programs. Candidate must be reliable, punctual, flexible, a team player, detail oriented and enjoy engaging with artists, children and community members.

### Schedule:

Monday -Thursday, 4.5 hours per day. Start and end time of hours are flexible, however, all those applying must be available from 1:30-3:15pm each day.

To apply: email a resume to Managing Director, Asha Rhodes-Meade at [arhodesmeade@coradance.org](mailto:arhodesmeade@coradance.org) by Tuesday, October 31 at 6pm with OPERATIONS ASSISTANT, in the subject line.

### Responsibilities:

Tracking, maintaining and ordering office and studio supplies

Answering phones, buzzer and fielding general communication

Updating calendars and contact lists

Processing registration forms using Excel spreadsheets and Salesforce

Creating e-mail newsletters in Mailchimp

Updating website in Squarespace

Social media posts on Facebook, Twitter and Instagram

Overseeing and/or performing space maintenance, at times cleaning studio and waiting spaces, preparing snack and when necessary, assisting with basic care of children during Cora's afterschool programs.

Providing general support to Managing Director and Programs Manager

Other administrative or operational duties as requested

### Education and Work Requirements:

AA or BA preferred.

At least 1 full year of work experience, preferably in an administrative capacity.

Proficient in Microsoft Word, Excel, GoogleDocs, and Social Media platforms

Knowledge of Mailchimp, Squarespace, Salesforce preferred

Highly organized, detailed oriented team player with ability to create and implement work plans and strategies to document progress.

Excellent communication and writing skills

Flexible, independent, steady and self-motivated with the ability to work in a busy yet cozy office and performing arts space

Bilingual Spanish/English, preferred

