

Tuesday, April 17, 2018

## The School at Peridance is seeking a School Coordinator

Company: Peridance Capezio Center

Location: New York, New York, NY

Compensation: Commensurate with qualifications and prior experience.

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Peridance is hiring! The School Coordinator for The School at Peridance helps run, plan and maintain all school programming at Peridance Capezio Center, including but not limited to School at Peridance Session Classes, the Pre Professional Training Program, Summer Camps & Classes and all associated End of Year Concert Performances. The Coordinator is the primary liaison between all school faculty, staff, students and parents.

### Responsibilities:

- Oversee and manage all administrative responsibilities of school programs for student body of 700 families, including student registration, scheduling of classes, program and curriculum development, staffing and finances in coordination with the Assistant Coordinator and School Assistant.
- Plan and implement all school programs during the academic year and summer in accordance with the school schedule, as well as assisting with registration and enrollment.
- Supervise all school faculty for associated programs, and monitor their curricular implementation and efficacy in the classroom.
- Coordinate with students and families, both current and prospective.
- Strategize for program growth and school development in coordination with the Center administration.
- Maintain program budgets for school programs and monitor tuition payments.
- Coordinate with the Youth Ensemble Director and other Student Company Directors to integrate student companies into all school activities and schedules.
- Plan and coordinate the Nutcracker and end of year concerts and manage all associated responsibilities such as costume orders.
- Assist with all center-wide events and programs as they related to the school.

### Qualifications:

Minimum of 2-3 years administrative experience in a similar education or arts organization & suggested minimum 5 years prior experience in dance education & classroom experience.

While this position does not allow for a weekly teaching engagement, it requires extensive knowledge of dance education practices and dance technique for multiple genres and ages.

Experience with MindBody software a plus.

Qualified candidate is detail oriented, highly organized and time-efficient, capable of working in a fast paced work environment that requires multitasking.

Candidate must have strong communication & interpersonal skills to successfully supervise and manage faculty and student body.

Peridance has a communal office environment, and ability to collaborate and support fellow coworkers is required.

Candidate must be compassionate & comfortable communicating with student families and staff regarding personal matters.

Ability to develop and maintain direct relationships with students and families is a wonderful benefit of the position.

This is a full time job that requires weekend availability – ideal schedule is Tuesday-Friday 9:00 am – 6:00 PM and Saturday 9:00 am – 1:00 pm but subject to change based on weekly school events and requirements.

Interested parties should submit letter of interest and resume to [yarden@peridance.com](mailto:yarden@peridance.com), subject line "School Coordinator". Position is open until filled. Peridance Capezio Center is an equal opportunity employer.

Peridance Capezio Center  
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212-5050886  
<http://www.peridance.com/children-teen-classes.cfm>

For more information:  
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