

Tuesday, August 14, 2018

BROOKLYN BALLET- Work Study & Front Desk Position Available

Company: Brooklyn Ballet Inc

Location: Brooklyn, NY

Compensation: free classes per 3 hour shift

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We are looking for reliable, friendly, mature, and responsible workers to commit a shift on at least one day/week on Saturdays or Sundays. To apply, please send a brief cover letter and resume to info@brooklynballet.org.

Positions will start immediately.

In exchange for 3 hours of work at our front desk, workstudy staff may participate in one FREE adult ballet class per week. We currently offer Open Level Ballet classes:

- Tuesday (Advanced Beginner Ballet) 7:30-8:45pm
- Wednesday (Intermediate/Advanced Ballet) 7:15-8:30pm
- Thursday (Advanced Beginner Ballet) 7:30-8:45pm
- Saturday (Ballet Fundamentals) 5:15-6:30pm

Responsibilities include but are not limited to:

- Desk work, greeting clients
- Registering clients on MindBody
- Answer phone, email and in-person queries about programs and classes, write down messages with the date
- Restocking papers on front welcome tables, making copies where need be
- Assisting School Director and Administrator with daily tasks
- Assist with projects regarding Brooklyn Ballet productions
- Interacting with students, making sure they are ready for class
- Clean up at the end of the day--tidying lobby area, bathrooms, studio
- Attend to the organization of files, supplies, etc.

We look forward to hearing from you!

Claire Ketner, Brooklyn Ballet School Administrator

claireketner@brooklynballet.org

Brooklyn Ballet Inc
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For more information:
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[< back](#)

[previous listing](#) • [next listing](#)