

Friday, August 10, 2018

School of Dance Associate

Company: Ballet Hispánico
Location: New York, NY

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Position Description

Ballet Hispánico, the premier Latino dance organization in America, is seeking an Associate for its School of Dance (SoD). The SoD Associate is a part-time employee of Ballet Hispánico.

Duties and Responsibilities:

- Work aligned with School Leadership supporting all school programs providing administrative support to School of Dance Director as well as organization of appointments, calendar, calls, voicemails, etc.
- Assist in scheduling of studio and meeting spaces as needed for all SOD classes, auditions, and events
- Assist in organizing substitutes and guest teaching artists scheduling and payroll
- Generate faculty, student, and school program correspondence
- Ensure timely, accurate, responsive, and quality communications between all constituents
- Assist in organizing student enrichment activities
- Liaise between School Leadership, faculty, school community, and administration team
- Organize production details in coordination with Production Team for annual recital including but not limited to tech sheets, costume information, measurements, program information, music, etc.
- Assist in collection and distribution of student evaluations and placements
- Support school community with presence at school events including recitals, enrichment trips, winter showcase, intro showcase, and annual gala as needed, which may include evenings and weekends
- Meet and greet visitors at the school reception as needed and respond to general inquiries, providing customer service via phone, e-mail, and in person
- Assist in student registration and promote school programs as needed
- Assist financial transactions, including handling tuition payments and merchandise sales as needed
- Enforce school building and front desk protocols and procedures
- Execute open and close of day building protocol as needed

Essential Skills & Qualities:

- Organized, punctual, and self-motivated
- Strong writing and MS Office computer skills
- Knowledge in MINDBODY is a plus but not required
- *Bilingual:* English and Spanish a plus but not required
- Excellent interpersonal demeanor and oral communication
- Desire to contribute to Ballet Hispánico mission and a personal commitment to growth and learning
- Sense of humor and reliable
- Enjoys working in a team atmosphere

To Apply:

A complete application consisting of the following:

- Cover letter
- Resume including relevant artistic, school, and work experience
- Send all materials via email to Jessica Lynch (jlynch@ballethispanico.org)
- Subject heading: School of Dance Associate- YOUR NAME. *No phone calls please.*

Interviews:

Once we have received your application, our office will be in touch to confirm receipt of your materials, and/or set-up an interview.

Ballet Hispánico
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For more information:
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