

Tuesday, December 4, 2018

## Administrative Associate Position at The Bridge for Dance!

Company: The Bridge for Dance, Inc.  
Location: New York, NY  
Compensation: \$13.50/hr

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# BRIDGE FOR DANCE

### Administrative Associate Position:

The Bridge For Dance, Inc. is seeking a new team member for 2019!

At The Bridge For Dance, the Administrative Associate is a part-time employee who reports to the Managing Director and works weekend shifts. Along with providing administrative support, they also hold the responsibility of representing the school, faculty, and staff. Our ideal candidate is reliable, organized, a task-starter, and can commit to working on weekends.

### Start Date:

January 2019

Weekends, 9am - 5pm

### Responsibilities Include:

- Respond to general inquiries in a timely manner via phone, email, etc.
- Maintain and update organizational calendar
- Organize and maintain office electronic and paper filing systems
- Greet students and visitors
- Adult Dance Program student check-in
- Register Young Dancers Program students and monitor tuition payments
- Update school database (Dance Studio Pro)
- Monitor student attendance
- Update faculty timesheets
- Support organization of the School and its various programs
- Finalize rentals and payments
- Attend mandatory staff meetings
- Assist with program promotions, marketing, and social media
- Assist at Front Desk if needed
- Execute open and close of day building protocol
- Complete any special tasks during the shift

### Qualifications:

- Background in dance or the performing arts
- Experience working in Administration
- Strong computer and technology skills
- Punctual, organized, friendly, and takes initiative
- Desire to contribute and grow within The Bridge for Dance family
- Knowledge of Dance Studio Pro is a plus but not required

### Compensation:

\$13.50 hourly rate

TO APPLY:

Email your resume and cover letter to [info@bridgefordance.com](mailto:info@bridgefordance.com) with subject line, "Administrative Associate Position"

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