

Tuesday, December 4, 2018

Front Desk & Work-Study Position at The Bridge for Dance!

Company: The Bridge For Dance, Inc.

Location: New York, NY

Compensation: One free class for every shift worked; \$10 off rehearsal rental rate

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BRIDGE FOR DANCE

Front Desk & Work-Study Position:

The Bridge For Dance, Inc. is looking for someone to join our team for the Winter/Spring Semester!

At The Bridge For Dance, our Work-Study Program consists of a front desk position in exchange for free classes and discounted rentals. At the front desk, this candidate will provide customer service that supports the operations of The Bridge, which includes checking in students for classes, completing registration, taking payments, etc. Our ideal candidate is responsible, hardworking, creative, and can commit to two 4-hour shifts per week.

Commitment Dates:

January 2019 - May 2019

Mondays and Thursdays, 4-hour shift

Responsibilities Include:

- Greet students and visitors at The Bridge
- Adult Dance Program student check-in
- Register Young Dancers Program students
- Help finalize rentals and payments
- Assist with program promotions
- Update bulletin boards
- Answer phone and relay messages
- General cleaning and maintenance
- Provide general support for staff and faculty
- Complete any special tasks during the shift

Qualifications:

- Background in dance or the performing arts
- Basic computer and technology skills
- Punctual, polite, organized, and well-spoken
- Experience working in customer service and/or retail industries is a plus!

Benefits:

- One free class for every shift worked
- \$10 off rehearsal rental rate

TO APPLY:

Email your resume and a short paragraph about yourself to info@bridgefordance.com with subject line, "Work-Study Position"

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For more information:
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