

Monday, September 14, 2020

## Peridance is seeking a full-time Coordinator for its Open Class Program, Groups, and Rentals.

Company: Peridance Center

Location: New York, NY

Compensation: Hourly, commensurate with experience

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Peridance is seeking a full-time Coordinator for its Open Class Program, Groups, and Rentals.

### About:

Peridance Center is seeking a full-time Coordinator for its Open Class Program, Groups, and Rentals. The Coordinator maintains and updates the Center's robust open class schedule, schedules substitute teachers for open classes, facilitates workshops and master-classes, schedules groups, and handles general inquiries.

### Responsibilities

- Administrate the Open School Program including conducting daily interactions with faculty and musicians, orienting and welcoming newly hired teachers and musicians, scheduling and substituting teachers and musicians, implementing schedule changes, and changing studio assignments.
- Maintain the Center's general day-to-day operations such as answering and redirecting phone calls, answering general email inquiries, collecting workshops and other online registrations, providing information to costumers, faculty, musicians, and staff.
- Coordinate group visits and studio rentals.
- Maintain and update schedules accurately, both in the Peridance system and online at Peridance.com.
- Coordinate guest teachers and workshops including "The Sessions" and "Adult Beginner Series".
- Notify staff and Front Desk Managers on all changes to policies, new teachers/classes, schedule/level changes, special events, groups, rentals, workshops, guest teachers, and weekend activities.
- Supervise and conduct daily communications with the Front Desk Managers. Timely provide the Managers with information about substitute teachers and musicians.
- Update the financial department on all new hires and all financial transactions related to the Open Class Program, Groups, and Rentals.

### Qualifications:

- Minimum of 3 years of administrative experience in a similar education or arts organization.
- Extensive knowledge of dance practices and dance technique for multiple genres and ages.
- Experience with MindBody software, Mac computers, Office, Excel, and Google Drive.
- Compassionate and comfortable communicating with clients, students, staff, faculty, and clients.
- Detail-oriented, highly organized, motivated, and time-efficient, capable of working in a fast-paced work environment that requires multitasking.
- Strong communication & interpersonal skills to successfully supervise and manage faculty and student body.
- Ability to collaborate and support fellow coworkers.
- Ability to develop and maintain direct relationships with community members.

### Schedule:

This is a 9-5 pm position, Mon-Fri plus weekend availability, as needed.

The successful candidate will begin in late October.

### Compensation:

Hourly, commensurate with experience. Paid Training.

### How To Apply:

Interested candidates should submit a letter of interest along with their resume and headshot to Mr. Yarden Ronen-van Heerden at [yarden@peridance.com](mailto:yarden@peridance.com), subject line "School Coordinator". The position is open until filled.

### About Peridance Center:

Peridance Center offers adults dance classes in many styles, including Ballet, Contemporary, Hip Hop, Jazz, Tap, Body Conditioning, House, Salsa and African Based, in all levels from absolute beginner to Advanced. Rooted in the Union Square area, in the heart of New York City, Peridance Center is housed in a beautiful landmark building on 126 East 13th Street, featuring spacious, sprung and column-free studios and the KnJ Theater, available for rentals, showcases and performances. The Center's robust amenities also include a coffee shop. The Center is home to the acclaimed Peridance Contemporary Dance Company and its affiliated Peridance Youth Ensemble. The School at Peridance offers children dance classes in a nurturing, professional environment. Peridance and it's world-renowned faculty prepares dancers for the continually evolving dance arena through an International F-1 Student Visa Program, 2-year Certificate Program. For more information about Peridance Center please go to [Peridance.com](http://Peridance.com).

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212-5050886  
<http://www.peridance.com>

For more information:  
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