

Monday, November 2, 2020

## Peridance Center is seeking a Program/Audition Tour Coordinator

Company: Peridance Center

Location: New York, NY

Compensation: Hourly, commensurate with experience. Paid Training.

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Peridance Center is seeking a Program/Audition Tour Coordinator. The position is 30-35 hours a week- Monday through Friday with a combination of remote work and in-office work at Peridance Center.

The Program/Audition Tour Coordinator is responsible for:

- Student Advising and Coaching (one on one meetings and regular check-ins)
- Organizing and Monitoring Closed Program Workshops
- Hiring of Workshop Faculty
- Managing Workshop Schedule
- MindBody Registrations and Attendance
- Managing Student Evaluations and Master Teacher Selections
- Domestic Student Applications and Enrollment
- Responding to potential student inquiries
- Developing Program Curriculum and Course Components
- Attendance Monitoring
- Promotion and marketing of the Program
- Maintaining essential information such as handbooks, the program webpage, student information and the Program Google Classroom.
- Conducting Orientations, Seminars, and Other Events
- Organizing, coordinating, and executing all details and activities for the Peridance Center yearly audition tour, including and not limited to the following:
  - Registration Process
  - Preparing teachers/directors for travel (preparing documents, banners, brochures, etc)
  - Tour budgeting
  - Contract management with tour locations/partners
  - Tour Promotion
  - Administration for accepted applicants
  - Performing all other assigned tasks and duties

Qualifications:

- Minimum of 3 years of administrative experience in a similar education or arts organization.
- Ability to work well with and coach students of varying technique levels. Teaching/professional experience in the dance field is a plus.
- Extensive knowledge of dance practices, techniques and disciplines.
- Strong interpersonal skills, a clear communicator, and a compassionate listener. The successful applicant must be able to communicate with students in a positive and effective manner.
- Strong organizational skills, detail-oriented, and comfortable working in a fast-paced environment.
- Advanced writing abilities. Fluency in multiple languages is a plus.
- Collaborative, a team player, and willing to support fellow coworkers.
- Experience in Office, Excel, Google Drive, and MindBody. FitGrid and Adobe experience is a plus.

Schedule:

The position is 30-35 hours a week, working Monday through Friday with a combination of remote work and in-office work at Peridance Center.

The successful candidate will begin as soon as possible.

Compensation:

Hourly, commensurate with experience. Paid Training.

How To Apply:

Interested candidates should submit a cover letter and resume (including both administrative and dance experience) to [nikki@peridance.com](mailto:nikki@peridance.com), with the subject line "Program/Audition Tour Coordinator Application". 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://www.peridance.com).

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Peridance Center  
126 East 13th Street  
New York, NY, 10003  
212-5050886  
<http://www.peridance.com>

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For more information:  
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212-5050886

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