

Friday, March 5, 2021

## Ballet Academy East Front Desk Administrator - Summer 2021

Company: Ballet Academy East

Location: New York, NY

Compensation: \$15 per hour. Benefits include free adult dance classes and tuition for your children (if applicable).

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Currently looking for someone to come on board in a flexible capacity over the summer and then transition to set shifts for the school year.

### Description of Organization:

Since 1979, Ballet Academy East has been a vibrant center for dance on Manhattan's Upper East Side. Founder and Director Julia Dubno, opened the school in a brownstone on East 79th Street with one small studio. Today the studio, now located on Third Avenue, has five spacious studios, a world-renowned faculty, and continues to flourish.

BAE is proud to currently be offering both in-studio and virtual classes for our students.

### Description of Responsibilities

#### Customer Relations:

Maintaining positive relations with parents and students

Answering phone calls and emails and assisting with all school related questions

Checking in students and confirming their HealthCheck has been completed

Adding parent contact information to mailing lists for all inquiries

#### Administrative Duties:

Maintaining student attendance records, including recording absences and scheduling make-up classes

Monitoring all virtual classes for all divisions; including sending out links to classes

Helping adult students sign up for class, when needed

Covering other co-workers schedules when necessary

Other job related assignments as required

#### Facility Needs:

Monitoring and reporting maintenance needs

Setting up all TVs and monitors in each studio

Setting up the chairs in Waiting Rooms for all in-studio YDD classes

Moving barres to the necessary studios

Opening and closing facility

### Qualifications

Flexibility, positive attitude, and good work ethic

Excellent computer skills, including Microsoft Office Suite, MindBody, and Zoom

Ability to adhere to COVID-19 protocols

Strong written and verbal communication skills and attention to detail

Ability to work independently, and as a member of a team

Some background and/or interest in dance/performing arts a plus

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