

Saturday, April 16, 2022

## The Ailey School: Junior Division Administrative Coordinator

Company: The Ailey School

Location: New York, NY

Compensation: Comensurate with experience

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Job Title: Junior Division Administrative Coordinator

Organization: The Ailey School, The Official School of The Alvin Ailey American Dance Theater

Location: New York, NY

Website: <http://www.alvinailey.org>

Preferred Start Date: May 24, 2022

The Ailey School is seeking a motivated and personable team player to work in the Junior Division of The Ailey School. As the Official School of The Alvin Ailey American Dance Theater, The Ailey School's Junior Division currently operates 5-6 days per week and offers dance training to students between the ages of 5-17. The Junior Division Administrative Coordinator reports to the program director. Work schedule includes a Monday-Friday and Tuesday- Saturday rotation. Work hours are 10am-6pm.

Key areas of responsibility include but are not limited to:

Providing administrative assistance to the director of the Junior Division:

Works closely with the program director to coordinate internal and external communication efforts.

Ensures parents students, faculty and staff have received proper communication related to program activities.

Provides administrative support for team efforts by maintaining program records, creating, and editing presentations, letters, reports, and other documents.

Tasks such as formatting communication templates, drafting letters and proofreading announcements, recording meeting notes, updating timelines, and keeping record of project deliverables for team reference.

Serving as Junior Division program registrar:

Ensures that all parent and student registration information is efficiently entered and accurately maintained in Ailey School databases.

Maintains a database of Junior Division student records.

Supports procedures for recording and reporting attendance

Oversees administrative portion of the student evaluation process.

Ensuring data program information is current in Student Information Systems and on all online platforms:

Ensures that all online platforms and student information systems remain updated and accessible to users with timely and accurate information.

This area of responsibility involves providing customer service to faculty, parents, and students and support in accessing online platforms for use.

Providing administrative and backstage support for end of term productions and for special projects.

Skills/Qualifications:

Bachelor's Degree with experience in the arts, or arts-related field and prior experience in non-profit administration.

Must have strong computer skills including Microsoft Word, Excel, PowerPoint, PDF editing, database experience, and online video platforms.

Strong, detail-oriented project management skills, with the ability to prioritize tasks and meet deadlines while managing multiple projects and addressing client needs simultaneously.

Must possess strong interpersonal, verbal, and written skills, with a pleasant telephone manner and a clear email communication style.

Must be a willing and flexible team player, showing initiative to do what needs to be done to get the job done.

Must be able to accommodate a flexible schedule that seasonally includes weekends and occasional evenings.

Experience working in an educational setting is strongly preferred.

To apply for this position visit <https://www.alvinailey.org/about/job-opportunities>, locate the job and click on the apply link and upload one file (accepted formats include .doc, .docx, .txt, or .pdf) that contains the following items:

-Cover letter detailing your interest in this position

-Resume

-Contact information for three professional references

No phone calls please.

Alvin Ailey Dance Foundation is an Equal Opportunity Employer. Employment is based upon personal capabilities and qualifications without discrimination based on race, color, religion, creed, sex, sexual orientation, national origin, age, disability, marital status, veteran status, citizenship status, or any other protected characteristic as established by law.

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