

Monday, November 28, 2022

## Front Desk Staff Needed in Livingston, NJ

Company: Michele's Dance Studio  
Location: Livingston, NJ  
Compensation: Hourly

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MDS

Michele's Dance Studio in Livingston, NJ is hiring! Join our studio as a valued Front Desk staff member. Immediate opening for PT schedule: Friday 12-3:30p, Saturday 9:15a-12:15p, Monday 3:30-6:30p.

### About:

For forty years, MDS has served the Livingston dance community with a comprehensive dance education for children age 2 ½ to 18. Our program emphasizes educating the whole child, and we elevate our values of quality, inclusiveness, joy, and inspiration in each class. Please visit [michelesdancestudio.com](http://michelesdancestudio.com) and check out our Instagram [@michelesdancestudio2424](https://www.instagram.com/michelesdancestudio2424) to learn more!

### Responsibilities include:

- Creating a welcoming and orderly environment at the MDS front desk
- Answering phones and assisting with in-person family, student, and staff inquiries
- Supervising children in the studio at drop off and pick up
- Communicating consistently with the Studio Director and MDS staff, including responding promptly to emails, texts, and phone calls
- Assisting in capturing photos and videos for social media, etc.
- Assisting with studio cleaning and maintenance (ie restocking the bathroom, sweeping the studios before and after classes)
- Upholding MDS values in all interactions with staff, students, and families
- Reliability and punctuality are paramount. This position will begin immediately on hire and requires a commitment through May 30, 2023. Candidates must be available for all hours listed above. We are excited to offer opportunities to grow into year-round employment.

### The Ideal Candidate Will:

- Be enthusiastic about building warm relationships
- Be flexible, solution-oriented, and attentive to detail
- Possess strong interpersonal skills
- Enthusiastically participate in studio outreach efforts, including via social media
- Value all aspects of children's dance education - we help raise wonderful people as well as great dancers

### Perks Include:

- Free studio time for rehearsal and black-box performances
- Tuition discounts for family
- Free attendance at special events and guest artist workshops
- Seasonal stipend for dance-related professional development
- Holidays off, following our studio schedule
- Opportunities to grow into teaching position, if desired

In your application materials, please indicate why you are interested in, and well prepared for, this position. Please include compensation requirements. This is a part time hourly position. Please email resume and cover letter to [michelesdancestudio@comcast.net](mailto:michelesdancestudio@comcast.net).

MDS welcomes studio staff with diverse interests and backgrounds. We look forward to receiving your application!

Michele's Dance Studio  
615 S Livingston Ave  
Livingston, NJ, 07039  
(973) 992-3691  
[michelesdancestudio.com](http://michelesdancestudio.com)

For more information:  
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