

Tuesday, December 27, 2022

## Administrator for Busy Competitive Dance School in Manhattan

Company: Shooting Stars NYC  
Location: New York, NY  
Compensation: \$400 per week

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### About Shooting Stars NYC:

Shooting Stars NYC has been in business for over 20 years, teaching dancers, singers, and actors from all over NYC. We have two locations, one on the UES and one on the UWS. Our main focus is teaching young ladies to be strong, and emphasize the importance of teamwork and girl power through competitive dance!

Our focus is competitive dance and high profile events. Our dancers have performed for the Harlem Globetrotters, as well as Halftime games at the Barclays Center, Meadowlands, and Madison Square Garden. We have been on HBO, W mag, Fox news, AGT, and many others. We are a double platinum award winning company and teach various genres of dance including Hip Hop, Broadway, Contemporary, Street Jazz, Lyrical, Acro and so much more. We refer to our dancers and staff as Star Family.

### What we are looking for:

An organized, dedicated, inventive, enthusiastic person to help with in person and remote administrative operations for a competitive dance studio as well as assistant teach if possible. Someone able to learn the studio's software: Dance Studio Pro quickly. Part Time. HUGE Room for growth. This position is being created. The person hired for this position will need to be flexible as we tailor what works best for the job. Trial Training month first.

### Duties include:

Setting up/closing up studio/space for classes, social media platforms, Dance Studio Pro Software, Setting up and handling financial enrollment. Communication with parents via email and in person, collections, ordering, growing our brand, program development, and assisting with various projects/events. Must have a laptop, experience with dance/competitive dance. If able to substitute classes a plus, but not mandatory.

### Hours/Schedule:

3 days a week needed – ideally 9:30-1:00 – depending on need of job. Afterschool in case of Assisting or Subbing. Future teaching available if interested. Check in once a day and attend to daily emails– 1 hour

4 hours during daytime. Preferably 9-1, but day can be flexible and hours as well depending on workload. (Remote)

Other: Performances and Events (Pro-Sporting Games, competitions, recitals etc)

Pay: \$400 per week starting rate with huge opportunities for growth with established woman owned and run company.

Job Type: Part-time

Salary: 400.00 per week

### Benefits:

Flexible schedule

### Schedule:

Mornings three days a week

Check in once a day and handle daily matters – 1 hour

Day shift

Weekend availability – Sundays

Attends weekend competitions in Spring and Events

Ability to commute/relocate:

New York, NY 10128:

Work Location: One location

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Shooting Stars NYC  
New York, NY, 10028  
[www.ShootingStarsNYC.com](http://www.ShootingStarsNYC.com)

For more information:  
Kristin  
[Kristin@shootingstarsnyc.com](mailto:Kristin@shootingstarsnyc.com)

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