

Monday, May 15, 2023

SEEKING ADMINISTRATOR / SUB FOR COMPETITIVE DANCE SCHOOL IN MANHATTAN

Company: Shooting Stars NYC

Location: NY

Compensation: 18/h to begin with major room for growth

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About Shooting Stars NYC:

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

Our focus is competitive dance and high profile events. Our dancers have performed as the first children's opening act for the Radio City Christmas Spectacular, 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

Ability to assistant teach and teach when needed throughout the week.

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. The hours will be less in the summer and build in the Fall.

Duties include: social media platforms during class, Communication with parents via email and in person, collections, ordering, growing our brand, program development, handing out costumes, and assisting with various projects/events. Must have a laptop, experience with dance/competitive dance. Ability to teach a huge plus.

Hours/Schedule:

-2/3 days a week (UES/UWS) HOWEVER- only 2-4 days needed depending on availability/need of job.

-Wednesday 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, shows, recitals etc)

Pay: \$18.00 per hour starting rate with huge opportunities for growth with established woman owned and run company.

Shooting Stars NYC

NY, 10028

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For more information:

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