

Friday, August 11, 2023

Administrative Assistant at a Dance Studio

Company: Lee Lund Studio of Dance
Location: Milford , CT
Compensation: \$18 & up

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Description:

Lee Lund Studio of Dance, a dance studio of. 30, located in Milford, CT is looking for an Administrative Assistant to work approximately 30 hours/week, 4-5 days a week. The job requires these 4-5 days be from the following shifts: Monday – Thursday 3:00-8:30 pm, Friday 3:30 – 7:00 pm, and Saturday 8:30 am – 12:00 pm. Schedule can be flexible with additional work done from home.

We are seeking a highly organized, well-spoken, and creative individual to join our team. This position requires strong administrative and communication skills, as well as the ability to learn and operate our dance studio software. The Administrative Assistant will primarily assist the owners ensuring smooth daily operations and providing excellent customer service to parents and students. The role will also involve assisting with all performances.

Responsibilities:

Act as a first point of contact to all students and parents while providing excellent customer service.

Collaborate with studio owners to plan and coordinate events, manage studio calendar, coordinate costumes, manage tickets sales

Returning calls and emails as necessary in a timely and professional manner

Collect and record tuition for all students

Assist in Recital Performance in June

Sort, record, and file all written material

Provide support with daily dance class needs

Opening and closing the studio each day, light general cleaning of studio areas

Operating Studio Director Software to enroll students, send out emails, create studio reports and maintain student records

Assist with studio marketing

Other job-related assignments as required

Qualifications:

Comfortable communicating with children and parents with a professional and friendly demeanor

Ability to communicate effectively with the public through various channels

Ability to work effectively with multiple supervisors, balance and prioritize multiple requests

Effective office (clerical/secretarial), time management, organizational skills and basic accounting

Computer literate – well versed with Mac OS, Google Suite, Microsoft Suite (Mainly Excel and Word)

Pervious experience in administration or managerial is preferred

Some background and/or interest in performing arts a plus

Pay: \$18.00/hour and up

Paid time off hours

To apply, please submit your resume, cover letter, and any relevant references to:

leelundstudioofdance@gmail.com

Milford , CT, 06460
203-877-7737
Leelundstudioofdance.com

Leeundstudioofdance@gmail.com

[< back](#)

[previous listing](#) • [next listing](#)