

Wednesday, January 17, 2024

Front Desk/Assistant Administrator

Company: Westchester Dance Artists
Location: Ossining, NY
Compensation: \$20/hr

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This position is perfect for anyone looking to bolster their arts administration experience and be an integral part of a dance community. Applicants must be in Ossining, NY Monday-Thursday 3:30-7:00 pm and Saturday 9:00am-2:00 pm. Preferred Bilingual or proficient Spanish Speakers. Experience with children and proficiency in social media also a plus. Dancers and artists encouraged to apply!

Email gianna@westchesterdance.org with your resume to apply.

Job Overview:

This position is perfect for anyone looking to bolster their arts administration experience and be an integral part of a dance community!

Applicants must be at the studio in Ossining, NY Monday-Thursday 3:30-7:00 pm and Saturday 9:00am-2:00 pm. Most work can be done during this time, however during events or performances hours will be adjusted to accommodate. Preferred Bilingual or proficient Spanish Speakers. Experience with children and proficiency in social media also a plus.

Dancers, artists, and creatives encouraged to apply!

Specifics:

Desk: Physically present M-Th 3:30-7:00pm, Sat 9:00-2:00.

- Maintain a positive and kind demeanor for students, families, and prospective students.
- Familiarize yourself with the studio rules and gently remind students and families of those rules.
- Keep behavior in the lobby calm, keep desk area tidy and organized.
- Create a daily sign-in sheet, ensure that everyone who enters signs in.
- Put cash or check payments in the lockbox.
- Answer the phone and record calls in the log.
- Review the log to stay up-to-date with communications in the studio.
- Light lobby and studio maintenance.
- Process credit card payments through the system, or register a cash, check, or zelle payment, check account balances.
- Register new families in our system, and individual students for classes or transfer students between classes.
- Take attendance for every class.

Street Fairs/Events:

- Collaborate with team on events.
- Familiarize yourself with schedules and be able to answer questions in person, over phone/email if necessary.
- Be present at the event and help keep it on track.
- Be aware of volunteers and their assignments so that they can direct them during the event.
- Assist in planning the event, collaborating in generating ideas and logistics.
- Be educated on the event and be able to speak about it and answer questions parents/others may have.
- Help promote the event over social media and by physically hanging fliers.

Recital:

- Work with team to handle the logistics of costumes and rehearsals
- Know dates and locations of recital and rehearsals, be able to answer questions.
- Familiarize yourself with rehearsal schedule both at the studio and be able to answer questions.
- Know volunteer assignments and be able to direct them during tech week and performances.
- Set up box office for day-of, set up ticket sales (online and in-person options).
- Be on-site during recital to help with tasks that may come up during the day, keeping things on track.

Planning Summer and Winter programming with team:

- Collaborating on both logistical and creative tasks
- Creating schedules, organizing staff
- Creating fun programming for children
- Possibility for leadership role during summer/winter sessions
- Creating marketing content for programming and distributing both online and in person

Other tasks as needed, open for discussion

Westchester Dance Artists
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For more information:
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