

Tuesday, March 12, 2024

Front Desk Intern

Company: Peridance Center
Compensation: Dance Classes at Peridance Center

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Job Title: Front Desk Intern

Location: Peridance Center, New York City

Position Type: Internship

Duration: 6 months (minimum commitment of 12 hours per week)

Compensation: Dance Classes at Peridance Center

Overview: Peridance Center, a leading dance institution in New York City, is seeking a Front Desk Intern to join our team. This internship offers a valuable opportunity to gain hands-on experience in customer service, administrative tasks, and studio operations within a vibrant and dynamic environment.

Responsibilities:

- Check in students for classes using Mindbody Online (MBO) software, ensuring accuracy and efficiency.
- Complete 2nd count of select open classes to monitor attendance and assist with class management.
- Process purchases for beverages, classes, workshops, and merchandise through MBO for customers.
- Greet all visitors warmly as they enter the building, providing assistance and information as needed.
- Assist in maintaining the overall appearance and cleanliness of Peridance Center, including common areas and studios.
- Answer phone calls and emails promptly, providing helpful and courteous assistance to callers and visitors.
- Aid in MBO data management tasks, such as updating class schedules and student records.
- Collaborate with different departments as needed, offering support and assistance with various projects and initiatives.
- Assist with moving mats, props, and equipment as required for classes and events.
- Direct students to the correct studios and provide directions or assistance as needed.
- Check in staff and faculty as they arrive and leave the premises, ensuring accurate record-keeping.
- Direct faculty to the correct studios and assist with any logistical needs.
- Distribute checks to staff and faculty members in a timely and organized manner.

Qualifications:

- Excellent communication and interpersonal skills, with a friendly and approachable demeanor.
- Strong organizational skills and attention to detail, with the ability to multitask effectively.
- Proficiency with computer systems and software, including Mindbody Online or similar programs.
- Ability to work independently and as part of a team in a fast-paced environment.
- Interest in dance or performing arts is preferred, but not required.
- Must be able to commit to a minimum of 12 hours per week for a duration of 6 months, with flexibility to work evenings and weekends as needed.

Benefits:

- Dance classes at Peridance Center.
- Hands-on experience in customer service, administrative tasks, and studio operations.
- Opportunity to work closely with staff and faculty members in a supportive and collaborative environment.
- Networking opportunities within the dance community of New York City.

Application Instructions:

To apply for this internship, please submit your resume and a brief cover letter outlining your interest in the position and relevant experience. Applications should be sent to sarah@peridance.com with the subject line "Front Desk Intern Application." Applications will be reviewed on a

rolling basis until the position is filled. We look forward to hearing from you!

Peridance Center
peridance.com

For more information:
Peridance Center
sarah@peridance.com

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