

Monday, July 22, 2024

## Studio Manager (Part-time)

Company: Ballet Tech  
Location: New York, NY  
Compensation: \$30/hour

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Ballet Tech Foundation seeks a part-time Studio Manager to help maintain and facilitate the use of its dance studios. This is a part-time position reporting to the Director of People & Culture and the Building Manager. The schedule for this position is expected to be 20 hours per week (Monday-Thursday 5pm-8pm and Sat 10am-6pm), though some weeks will require a different schedule.

### Essential Duties & Responsibilities:

- Liaise with external renters, drafting rental agreements and serving as the point of contact for scheduling and all needs pertaining to rentals
- Receive and coordinate studio usage requests from Ballet Tech staff
- Serve as the main point of contact for artists/companies during Ballet Tech's residency weeks
- Enter external renters and staff guests into Sign In App, our building's security check-in system
- Ensure Ballet Tech receives a liability waiver from each renter
- Help maintain cleanliness and order in the studios and their storage spaces
- Alert the building manager if the A/V equipment is damaged or no longer working properly
- Give A/V system tutorials to renters and staff, as needed
- Water the pianos in each studio biweekly
- Ensure offices and other spaces that are off-limits to external renters are secured
- Prepare the studios for the next day of programming after renters depart

### Required Skills & Experience:

- Proficient computer skills, familiarity with Google Suite
- Excellent customer service skills
- Excellent written and verbal communication skills
- Comfort with using, demonstrating the use of, and troubleshooting for audio/video equipment

### To Apply:

Please send your resume and a brief cover letter/email to [jpalmer@ballettech.org](mailto:jpalmer@ballettech.org).

Ballet Tech  
890 Broadway Ballet Tech  
New York, NY, 10003  
[Ballet Tech](#)

For more information:  
Joshua Palmer  
[jpalmer@ballettech.org](mailto:jpalmer@ballettech.org)

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