

Wednesday, November 6, 2024

## Evening + Weekend Program Associate

Company: Opus Dance Theatre & Community Services, Inc.  
Location: Brooklyn, NY  
Compensation: 18/hr

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James Grant

Job Title: Evening + Weekend Program Associate

Location: 985 Rockaway Ave, Brooklyn, NY 11212

Compensation: \$18/hr (Part-Time, Hourly)

Ideal Start Date: November 12, 2024

### About Us:

OPUS Dance Theatre & Community Services, Inc. (OPUS) is a not-for-profit organization, which promotes the full spectrum of the Pan-African experience through performance and educational programs. With a philosophy based on the belief that arts in education are valuable and must be maintained as an integral part of educational goals, OPUS has, for more than 25 years, specialized in the development of general and multicultural visual and performing arts instructional curricular. This philosophy is now a fundamental element within the context of a national agenda on education, which specializes in quality and inclusion, to the extent that general, and especially multicultural arts curricular, have become integral components of traditional classroom learning.

### Position Overview:

The Evening + Weekend Program Associate position is essential to the smooth working of Opus Dance Theatre & Community Services, Inc., a non-profit community center in Brownsville, Brooklyn. This position provides essential support by directing participants, assisting with applicant registrations, and monitoring Co-Locator activities. This position is often the first face a participant, student, or family sees when they walk into the building.

The Evening + Weekend Program Associate position is shared with up to 4-5 other employees covering the Attendance Desk, Monday-Friday from 6:00p-10:00p and Saturday from 10:00a-9:00p. Punctuality, Responsibility, and Accountability are essential in this shared position for the smooth operation of the organization and the building.

Employees should be able and willing to work in a child-friendly, multi-tasking, and, at times, high-stress work environment with many populations and multiple programs. Excellent and timely communication is essential. Impeccable, friendly, and informative customer service is required.

Employees should be able to commit to scheduled shifts as listed and be exceptionally responsible in having their work shifts covered should an emergency or other reasons arise.

### Required Availability:

Tuesday-Friday 5:30p-9:30p

### Key Responsibilities:

- Greeting participants, students, families
- Orienting new participants to the building
- Participant registration & attendance
- Providing direct support during Special Events and Programs
- General administrative support to Leadership Team

### Qualifications:

High School Diploma, Associates Preferred

Effective communication skills, both written and verbal

Ability to work with a multi-generational and diverse community

Passion for the arts and a commitment to supporting educational programs for youth and young adults is a plus

Ability to work independently and manage multiple projects simultaneously

Experience working in a non-profit or educational setting, preferred

Familiarity with Brownsville, Brooklyn, neighborhood and culture.

Equal Opportunity Employer:

Opus Dance Theatre & Community Services Inc. is an equal-opportunity employer committed to creating a diverse environment. People of color and individuals of diverse backgrounds are strongly encouraged to apply. We do not discriminate against race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Email application materials to Emery Xavier, Evening + Weekend Program Coordinator, at [exavier@opus-arise.org](mailto:exavier@opus-arise.org).

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Brooklyn, NY, 11212  
7183420306  
[www.opusdancetheatre.org](http://www.opusdancetheatre.org)

For more information:  
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