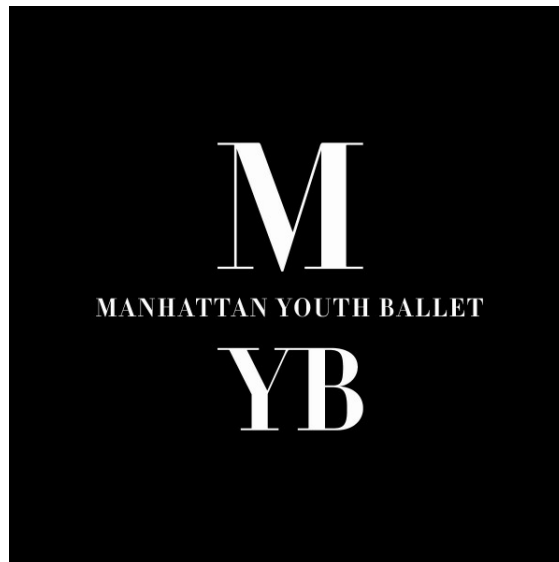


Monday, April 14, 2025

Program Administrator

Company: Manhattan Youth Ballet
Location: New York City, NY
Compensation: 19/hr

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Job Title: Program Administrator

Organization: Manhattan Youth Ballet

Location: New York, NY

Type: Part-Time

Compensation: \$19/hour

Schedule:

During School Year: Monday-Friday, 3:30-7:00 pm, Saturday 9:30-3:00pm

Mid June-July: Flexible hours 23 hrs per week

Summer Intensive August 11-29th: Monday-Friday 9-5pm

(Days and hours will be different during performance weeks.)

Job Description:

Manhattan Youth Ballet is seeking a dedicated and detail-oriented individual to join our team as Program Administrator. This job provides a unique opportunity to gain valuable experience by managing the administrative operations of a renowned ballet school. The Program Administrator will work closely with our artistic faculty and manage various tasks that support the smooth functioning of our office. If you are passionate about the arts and eager to work in non-profit arts administration, we encourage you to apply.

Responsibilities:

Email Correspondence: Draft emails for all major communications with parents and students; respond to emails in a timely and professional manner; address all inquiries from parents and students in consultation with artistic faculty.

Basic Web Design: Basic web design tasks, updating content, and ensuring the website is user-friendly and up-to-date (prior experience not required).

Student Registration: Manage the student registration process, including collecting and organizing registration forms, maintaining accurate records, and providing assistance to families as needed.

Attendance Tracking: Take attendance during classes, ensure accurate records are maintained. In discussion with artistic faculty, reach out to alert parents if absences become excessive.

Social Media Management: Contribute to the management of social media accounts, including creating and scheduling posts, engaging with followers, and promoting events and activities.

General Administrative Tasks: Day-to-day administrative operations, including filing, organizing documents, invoicing, and assisting with office logistics.

Collaboration: Work collaboratively with other team members to ensure efficient communication and coordination.

Qualifications:

Strong organizational and multitasking skills.

Excellent communication skills, both written and verbal.

Experience with website platforms is a plus.

Familiarity with social media platforms and a creative approach to content creation.

Ability to maintain confidentiality and handle sensitive information.

Detail-oriented with a high level of accuracy in work.

Enthusiastic and willing to learn in a fast-paced environment.

Please note:

To apply, please submit your resume and a brief cover letter outlining your interest and relevant skills to admin@manhattanyouthballet.org. Applications will be accepted until April 22, 2025.

Manhattan Youth Ballet
248 W 60th St Dance Media
New York City, NY, 10019
2127871178
Manhattanyouthballet.org

For more information:
2127871178
admin@manhattanyouthballet.org

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