

Sunday, January 18, 2026

Concierge Assistant for Dance Competition

Company: StarQuest

Location: Fuquay Varina, NC

Compensation: \$15 - \$18 per hour

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Concierge Assistant for Dance Competition

StarQuest Dance Competition is heading into our 33rd Season and looking to grow our team with a new Concierge Assistant. We produce Broadway-caliber events that aim to consistently remove the stressful obstacles to an excellent performance, enabling everyone to thrive in a professionally run, family atmosphere while always smoothly running on time. We tour 70+ cities each year and deliver a truly unique experience to performers of all ages. Collectively, we are a team of creative leaders, each with different skills and personalities, who work non-stop together to deliver the best experience possible to anyone we encounter. We are looking for a self-motivated individual to come on as a seasonal Concierge Assistant. The Concierge Assistant is a seasonal, hourly, fully remote position. The work hours are M-F 9-5:30 EST, from January through the end of July.

What does the Concierge Assistant do at StarQuest?

The Concierge Assistant works hand-in-hand with our Concierge Director to support the Event Concierge and Event Director teams. They will help cultivate and maintain close, positive relationships with our studios by answering the phones, sending reminder emails, and collecting important information for analytics. This position will also assist with event registration and guest payments for events as needed. Tasks may include direct phone calls and emails to guests as event deadlines approach. This position is a work-from-home position and does not require travel.

What QUALITIES do our Concierge Assistant possess?

Self-starting attitude and high level of self-management skills
Self-awareness and high emotional intelligence
Easily adaptable to any situation (loves to embrace change)
Guest Relations expert - has a love for people!
Strong communication skills (both written and verbal)
Impeccable logistical and problem-solving skills
Mastery of time management & multitasking
Enjoys chatting on the phone
Exemplary organizational skills & attention to detail
A love for helping others and creating lasting relationships
Amazing sense of humor
Knowledge of the dance competition industry, prior touring experience, and/or prior leadership experience are a plus.

What's in it for YOU?

This truly unique experience will allow you to grow personally and professionally. You'll work side by side with people who love what they do and strive to find the best way to overcome obstacles and accomplish a common goal. It is challenging yet extremely rewarding.

Dates & Details:

We are currently holding virtual interviews by appointment only. This is an up to 40-hour-a-week seasonal position.

- Start Date is flexible depending on the applicant, but no later than January 30th, 2026.
- You will work from home January – July 31st.

Additional Details:

-Positions have no union jurisdiction

-Full-time, W2 position

-Hourly pay

-Position is fully virtual

Want to embark on this journey with us?

Please go to our hiring website below to apply:

<https://www.starquestdance.com/careers/concierge-assistant/>

StarQuest
PO Box 358
Fuquay Varina, NC, 27526
9193632900
<https://www.starquestdance.com/careers/concierge-assistant/>

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