

Friday, October 8, 2010

## School Assistant to Dance New Amsterdam

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### School Assistant

30 hours a week  
Reports: School Director

#### Position Overview:

Assist in the coordination of school administration and assignments relating to daily studio operations as well as certain programs in the education department. The School Assistant should be detailed oriented, good communicator and able to problem solve situations on their own accord.

#### Responsibilities:

##### Administrative

Responsible for general clerical duties, class schedules, instructor/ musicians personnel files and all related materials.

##### Subs

-Update Sub Boards Daily-Update sub calendar, MindBody, website (WordPress), rental sheets, & sub boards

##### Pilates Certification Course (Mat, CEC), Simonson Method of Teacher Training, Intro Workshops, Teacher Workshop & Others

-Answer any inquiries concerning these programs-Process Applications-Set up personal payment plans-Update Website-Make Fliers & Posters-Prepare any course material needed

##### Teaching Inquiries

-Collect and respond to all teaching inquiries-Submit teachers' resumes to School Director and arrange meetings with potential teachers

##### New Instructor/Sub Instructor

-Send Welcome Letter to all new teachers-Prepare Contract and Tax Forms for teachers to sign-Collect teachers' bios, class descriptions, and headshots for website-File information away-Update MindBody and Studio Rental Sheets-Update website

##### Group Rates and Discounts Program

-Coordinate with group leaders to place students in appropriate classes.-Process group registration forms and payments-Accommodate group and instructors so that classes fit comfortably.

##### Musicians

-Scheduling of permanent musicians for class accompaniment and special guest artists-Track musician time sheets and class scheduling.-Handle inquiries and general questions-Negotiate contracts, coordinate payroll-New hire I-9 compliance

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