

Wednesday, May 8, 2013

Dance New Amsterdam Front Desk Representative - Work Study

ddearstyne@dnadance.org

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Hiring: DNA Front Desk Representative- Work Study

Contract: 4 months

*To begin immediately

Compensation: 1 free class per 2 hours worked

Hours: 2 set shifts per week/ sub positions also available

Dance New Amsterdam is open 7 days a week from 7:00am-11:00pm on weekdays and 8:00am-11:00pm on weekends

Job Description: The front desk representative is primarily responsible for excellent customer service while registering students for class. He or she is also responsible for counting class participants, among other small duties. He or she works in tandem with the front desk manager and serves as liaison between students, staff and faculty.

Requirements: Candidates must be extremely reliable, efficient, hard-working, dedicated, able to multitask and work well under pressure. Candidates MUST have some customer service experience. Administrative experience is encouraged, but not necessary. Full training is provided.

Interested candidates should complete the Front Desk Application found here: <http://www.dnadance.org/site/involved/join/5/>, include a resume, and submit to Dia Dearstyne at ddearstyne@dnadance.org

Founded in 1984, Dance New Amsterdam (DNA) celebrates 28 years of cultural leadership in contemporary dance. DNA supports the life, career and longevity of dance artists through ongoing high quality dance [education](#), [opportunities](#) for choreographic exploration and innovative [performance](#) and service to the field and the Lower Manhattan community. DNA fosters the development of new and experimental works through commissions, residencies and subsidized space. We are committed to training healthy dancers, developing new audiences and bridging diverse communities by exploring the role of dance across a spectrum of contemporary dance styles and cultures.

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