

Tuesday, February 11, 2014

Gelsey Kirkland Academy of Classical Ballet Seeks Administrative Assistant

To apply: Please send cover letter and resume to Marissa@gelseykirklanballet.org with "Administrative Assistant Position" as subject. Please no phone calls. Only emailed applications will be considered. [Share](#) | [Print](#) | [Download](#)

Job Listing: Gelsey Kirkland Academy of Classical Ballet seeks a part time Administrative Assistant. Administrative Assistant job entails handling phone calls and various administrative duties. Dance and or dance studio administrative experience required. Must have love of dance. Position is part time with the potential for future full time employment. Salary is based upon experience and ability to learn quickly.

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