

Thursday, April 9, 2015

## Peridance Capezio Center is looking for a full-time Front Desk Manager

Company: Peridance Capezio Center  
Location: New York, NY  
Compensation: Paid

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### Responsibilities:

This position encompasses a very wide range of duties including:

Opening/Closing building (depending if you are a morning or an evening manager).

Receptionist duties such as welcoming customers, answering questions, etc.

Light phone calls answering (most calls are answered by the office not the front desk)

Counting classes and supervising all class counts

Supervising the front desk and lobby area as well as the various activities in all studios at all times.

Handling and registering new customers, workshops and special classes attendees

Handle money, credit card and day-to-day financial transactions

Keeping a direct contact with the finance department

Daily communication with Peridance's maintenance crew about day-to-day keep-up of studios, dressing rooms, and lobbies.

Training and scheduling work-study students to assist at the front desk

### Requirements:

\*\* Minimum 3 years customer service experience required \*\*

Previous experience with managing a front desk is most desirable

Excellent communication skills

Fluency with all Microsoft Office applications on Mac

Self-motivated with a professional demeanor

A great appreciation of dance

Familiarity with the NYC dance scene is a huge plus

### Schedule:

This is a full-time paid position with a 40-hour weekly schedule. Vacation time is unpaid. Other benefits are available.

The studio is open 7 days a week, Front Desk Manager must commit to either Morning Shift or Evening Shift. Weekend hours can be added on.

### Weekdays hours (Mon-Fri)

Morning Shift - 7:30AM - 3:30PM

OR

Evening Shift - 3:00PM - 11:00PM

### Weekend hours

Saturday - 8:00AM - 8:00PM

Sunday - 9:00AM - 6:00PM

Interested applicants, please send your resume, a recent photograph and a cover letter to [pr@peridance.com](mailto:pr@peridance.com) with subject line FRONT DESK.

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[< back](#)

[previous listing](#) • [next listing](#)