

Wednesday, March 30, 2016

Marketing and Outreach/Front Desk Assistance

Company: Uptown Dance Academy

Location: New York, NY

Compensation: Compensation: A \$20 commission on each student recruited. \$25 for every performance or workshop booking \$2-\$5 on each tickets so

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Marketing and Outreach/Front Desk Assistance

Reports to: Studio Administrator

General Job Description:

Front desk:

to run the front sign in and sign out desk answering telephones, taking accurate messages and responding to caller inquiries for tuition, show dates and dance schedules. and responding to inquiries and obtaining information for company members, guests, parents and other interested parties; meeting and greetings guests and Students, signing students in and out of classes, keeping records of attendance and filing and responding to inquiries and obtaining information for company members, guests, parents and other interested parties; meeting and greetings guests and Students, signing students in and out of classes, keeping records of attendance and filing Providing excellent customer service, interns will be assisting with payments, registration, in charge of opening the space. Document and taking footage of dance classes Assemble/create client activity reports

Social media/marketing:

Research communities events, coordinate, attend and distribute marketing collateral at such events Assist with daily marketing tasks Creating a strong and active social media presence Research local and university calendars and organizations to update with our events Assist with implementation of targeted marketing campaigns on several social media outlets Email blast and flyer creation

Qualifications:

The ideal candidate has an interest in dance, arts administration, and aligns with the vision of UDA.

Is a creative and out of the box thinker, self motivated individual with the willingness to learn.

Must be proficient in Microsoft office including word and excel. Knowledge of PhotoShop a plus.

Attention to detail is a necessity and strong writing and communication skills.

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\$2-\$5 on each tickets sold,

Assist with the maintenance of educational outreach database, database management, record keeping, heavy faxing of correspondence for upcoming performances, light typing, answering telephones.

The intern will help enroll students

track student attendance., and maintain communications with students

and parents. Passion for the arts. Is also a plus
Answering phones

Enrolling and tracking students

Data input

Interfacing with parents students teachers and admin staff

Talking to the public about dance classes

Helping to manage the dance studio

Handling payments for classes tracking student payments

. Experience in sales customer service retail cashiers work
are a plus

To Apply:

Email cover letter and resume to uptowndanceacademyuda@gmail.com
or Uptown Dance Academy, 1425 Amsterdam Ave, Suite 5G, New York, NY10027

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or Uptown Dance Academy, 1425 Amsterdam Ave, Suite 5G, New York, NY10027

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