

Wednesday, March 30, 2016

## Program Assistant

Company: Uptown Dance Academy  
Location: New York, NY  
Compensation: Competitive Salary

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Job Title: Program Assistant  
Reports to: Executive Artistic Director

### General Job Description:

Act as executive administrative assistant to EAD

Schedule. Coordinate, and assist with oversight and coordination of logistics regarding Internships, Parent Assistance Program and Parent Association

Schedule and coordinate monthly staff and parent meetings

Co-write and enforce studio policy

Train staff and interns in customer service

Handle emergency coverage situation for EAD and artistic teaching staff

Follow up with special projects and monitor their completion

Manage day to day aspects of studio:  
Inventory and ordering

Supervising Maintenance

Preparation for Room rentals

Customer service:  
Client account maintenance  
Processing contract returns, holds, and terminations  
Client complaints/customer service issues  
Answer questions about pricing, packages, policies  
Check in classes

Events:  
Table/vend at health fairs, community events etc.  
Attend community events as a representative and ambassador

Assist with maintenance and implementation of UDA uniform inventory and sales

Responsibilities will include but are not limited to working directly with the Managing Director on reserving facilities for performances as well as investigating these facilities for proper lighting and sound for show dates

Assist with UDC studio company or school performance bookings

Assist in the maintenance and set up of studios for daily classes

Supervise management and updating of email mailing lists for marketing

preparing correspondence for show dates and meetings; booking facilities for performances and be responsible for costume arrangements and maintenance.

Requirements:

Knowledge of Business Administration and Administrative Assistance

Preferred familiarity with studio software and excel, Organized Self starter, Able to reach deadlines

Experience managing interns

Customer service experience

Enthusiastic about the UDA Way training system and its offerings

Please email cover letter and resume to [uptowndanceacademyuda@gmail.com](mailto:uptowndanceacademyuda@gmail.com)  
or Uptown Dance Academy, 1425 Amsterdam Ave, Suite 5G, New York, NY10027

Thank you!

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[< back](#)

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