

Wednesday, March 30, 2016

## Studio Administrator

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

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Job Title: Studio Administrator  
Reports to: Managing Director

General Job Description: The Studio Administrator is responsible for the overall administration of the Training Activities and for supporting the EAD and Managing Director

### ADMINISTRATIVE DUTIES & OFFICE OPERATIONS

Assist the EAD, and Managing Director in Daily operations of the Academy, including calls to parents, booking faculty and accompanists, distributing schedules and checking students in and out of class.

Organize and staff Registration Fairs

Supervisor of interns, Parent Assistance workers, and work study students

### DIRECTOR SUPPORT

Develop coordinated agenda between EAD, Managing Director for weekly meetings with support staff

Help Managing Director make efficient use of their time by handling day to day administrative tasks

Act as liaison with people from both inside and outside the organization, handle phone calls, emails, and other requests from parents and students corresponding on their behalf as needed

Money management:  
Weekly cash deposits  
Petty cash oversight  
Work study drawer reconciliation

### Requirements:

Passion for dance, education and the arts

Organized and impeccable attention to detail

Past experience working in dance

Flexible schedule

Courteous manner with strong interpersonal and customer service skills

Able to handle a diverse set of tasks and plan each day accordingly

Excellent supervisory skills

Proficient with outlook, Microsoft office suite, basic knowledge of Quickbooks and studio software

Punctual and self motivated

Experience managing staff

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

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