

Friday, September 23, 2016

Rentals Intern - Fall 2016

Company: Dancewave, Inc
Location: Brooklyn, NY
Compensation: Monthly Stipend

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JOB DESCRIPTION: Dancewave seeks a Rentals Intern with an entrepreneurial spirit to learn and grow the studio rental program at Dancewave. The studio rental program includes daily studio rentals, ongoing studio rentals, birthday parties and studio rental key management.

Responsibilities:

- Assist with email communication, clearly explaining rental request procedures and policies.
- Review and approve studio rental requests
- Assist with creating rental agreements and obtain completed and signed agreements from renters
- Process payments through Salesforce
- Update office studio rental calendar as well as the website studio rental calendar
- Assist with studio rental key pick up and returns, as well as key deposits
- Complete birthday party requests, process payment, coordinate teaching artists and house managers.
- Assist Marketing team with promotional and advertising strategies and content
- Show evening and weekend renters the procedures of opening and closing the space

KNOWLEDGE, SKILLS AND ABILITIES (Required):

- B.A., B.S. or B.F.A. from accredited postsecondary institution
- Superb organizational skills and obsessive attention to detail
- Excellent verbal and written communication skills
- Friendly, warm and welcoming demeanor
- Excellent time management skills and ability to meet deadlines
- Ability to multi-task, prioritize and manage competing demands
- Passion for Dancewave's mission and commitment to serving youth
- Fluency in Microsoft Office Suite (Word, Excel, Power Point)
- Ability to pick up new computer programs quickly
- Self-starter with a positive, flexible, can-do attitude

Additional Details:

Length: 1-2 months, potential for growth!

Start Date: ASAP

HOW TO APPLY: Submit a cover letter and resume to jobs@dancewave.org. No phone calls please!

Dancewave, Inc
45 4th Ave
Brooklyn, NY, 11217
7185224696
Dancewave.org

For more information:
Kristen Majoros
Jobs@dancewave.org

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