

Friday, December 2, 2016

Chinese-Speaking Administrative Coordinator

Company: Chrystie Street Ballet Academy

Location: New York, NY

Compensation: Competitive. Hourly. 16-20 hours per week.

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Larry Bercow

Chrystie Street Ballet Academy is searching for a CHINESE-speaking Administrative Coordinator to start January 3rd, 2017 with paid training to begin as soon as possible. This is a long term PART-TIME position of approximately 16-20 hours per week.

The Administrative Coordinator assists and reports directly to the Artistic Director to maintain daily administrative function of the school and the studio. Daily tasks include taking student registration, maintaining the student database, communicating with families, bookkeeping, ordering supplies, filing, and facilitating studio rentals. There are also opportunities to be a part of business building strategies and marketing.

CSBA is a small yet growing ballet school in Chinatown, Manhattan. It was founded in 2006 with the sole mission of bringing a professional and accessible ballet education to children of all backgrounds. Many of CSBA's families are Chinese-speaking, so it is imperative that the Administrative Coordinator is comfortable speaking in both English and Chinese (Mandarin is required, Cantonese is a plus).

Qualifications:

Candidate must be fluent in both Chinese and English. Proficient English writing skills are a must, and Chinese writing skills are a plus.

Must have proficient computer skills in Microsoft Word and Excel. Experience with Quicken, Photoshop, and Power Point a plus. Must be comfortable with internet browsers and Google mail, as well as Google Calendar and Google Drive.

Professional, confident, and personable manner, both in person and on the phone.

Self-starter and multi-tasker. He/she should be comfortable and able to direct him/herself without supervision and be able to accomplish his/her work in a timely manner.

Candidate must be a good communicator and have a pleasant attitude.

Candidate must be detail-oriented, organized, and punctual.

Candidate must have a strong work ethic and be dependable, dedicated, and willing to commit to a minimum of one year in this position.

An artistic sensibility and an interest or knowledge of dance and the performing arts are a plus.

Candidate must have similar administrative working experience, preferably at least two years.

Education: Bachelor's degree preferred.

Compensation: Competitive. Hourly. 16-20 hours per week.

For more information about our program, please visit our website: www.chrystiestreetballet.com

Interested candidates should EMAIL their RESUME and a well-composed COVER LETTER expressing their interest in this position and why they believe they would be a good fit based on the information outlined above. Applications without a cover letter will NOT be considered. Resumes should be attached to the email (not pasted inside the body of the email.) Cover letters may be in the body of the email or sent as separate attachments.

Email address: info@chrystiestreetballet.com Please put "CSBA Admin Search" in the subject heading.

Please, no phone calls.

Chrystie Street Ballet Academy
55 Chrystie Street Suite 308
New York, NY, 10002
212-219-9969
www.chrystiestreetballet.com

For more information:
Melinda Rebman
info@chrystiestreetballet.com

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