

Monday, October 16, 2017

## Work Study Positions Available at Brooklyn Ballet

Company: Brooklyn Ballet

Compensation: For every 4 hours worked - 1 FREE adult class

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Brooklyn Ballet seeks WORK-STUDY candidates at our dance studio in the heart of downtown Brooklyn.

We are looking for reliable, friendly, mature, and responsible workers to commit a shift on at least one day/week (Monday afternoon, Tuesday evening, Friday afternoon, Saturdays or Sundays). To apply, please send a brief cover letter and resume to [info@brooklynballet.org](mailto:info@brooklynballet.org).

Positions will start immediately.

In exchange for 4 hours of work at our front desk, workstudy staff may participate in one FREE adult ballet class per week. We currently offer Open Level Ballet classes:

- Tuesday (Advanced Beginner Ballet) 7:30-8:45pm
- Wednesday (Intermediate/Advanced Ballet) 7:15-8:30pm
- Thursday (Advanced Beginner Ballet) 7:30-8:45pm
- Saturday (Beginner Ballet) 5:15-6:30pm
- Saturday (Ballet Fundamentals) 6:30-7:30pm

Responsibilities include but are not limited to:

- Desk work, greeting clients
- Registering clients on MindBody
- Answer phone, email and in-person queries about programs and classes, write down messages with the date
- Restocking papers on front welcome tables, making copies where need be
- Assisting School Director and Administrator with daily tasks
- Assist with projects regarding Brooklyn Ballet productions
- Interacting with students, making sure they are ready for class
- Clean up at the end of the day--tidying lobby area, bathrooms, studio
- Attend to the organization of files, supplies, etc.

We look forward to hearing from you!

Claire Ketner, Brooklyn Ballet School Administrator

[info@brooklynballet.org](mailto:info@brooklynballet.org)

Brooklyn Ballet

For more information:

Claire Ketner

[claireketner@brooklynballet.org](mailto:claireketner@brooklynballet.org)

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