

Monday, June 18, 2018

Program Assistant

Company: Ballet Tech

Location: New York, NY

Compensation: Commensurate with experience

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BALLET TECH, The NYC Public School for Dance seeks a dedicated, energetic, and organized individual as a full time Program Assistant. Applicant should be interested in having direct involvement with gifted public school students. Primary responsibilities involve supervising and mentoring students ages 8-18, organizing and maintaining bus routes through the NYC DOE, and maintaining and updating student records. Additional responsibilities include misc. administrative tasks such as answering phones, data entry, and organizing materials for mailings. Experience with children and a sense of humor are essential. Bi-lingual a plus.

BALLET TECH provides a public school academic education in conjunction with classical ballet training to 180 students in grades 4-12. Ballet Tech is a non-profit equal opportunity employer, actively seeking minority applicants. Salary: commensurate with experience, plus health insurance and other benefits. For more information about the school, please visit www.ballettech.org. Please send resume to jobs@ballettech.org. Resumes sent without a cover letter will not be reviewed.

Ballet Tech
New York, NY, 10003
www.ballettech.org

For more information:
Administrative Director
jobs@ballettech.org

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