

Friday, August 10, 2018

## School of Dance Administrative Associates

Company: Ballet Hispánico  
Location: New York, NY

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### Position Description

Ballet Hispánico, the premier Latino dance organization in America, is seeking Administrative Associates for its School of Dance (SoD). The SoD Administrative Associates are full-time or part-time employees of Ballet Hispánico who will report to the Administrative Manager, and work closely with the administrative team to execute the School's day-to-day functions while providing high-caliber customer experience for its students and families.

### Duties and Responsibilities:

- Provide administrative support for School Leadership
- Meet and greet visitors at the School reception and respond to general inquiries, providing customer service via phone, e-mail, and in person
- Ensure timely, accurate, responsive, and quality communications between all constituents
- Assist in student registration
- Promote School programs
- Assist financial transactions, including handling tuition payments and merchandise sales
- Update School database (MINDBODY)
- Monitor student attendance
- Enforce School building and front desk protocols & procedures
- Execute open and close of day building protocol
- Oversee and execute projects that will continue to build and enhance the School of Dance team
- Respond to School community needs
- Assist at building front desk as needed
- Support organization and School of Dance community at events including recitals, enrichment trips, winter showcase, intro showcase, gala, etc, which may include evenings and weekends

### Essential Skills & Qualities:

- Strong writing and MS office computer skills
- Knowledge in MINDBODY is a plus but not required
- *Bilingual*: English and Spanish
- Organized, punctual, and self-motivated
- Excellent interpersonal demeanor and oral communication
- Desire to contribute to Ballet Hispánico mission and a personal commitment to growth and learning
- Sense of humor and reliable
- Enjoys working in a team atmosphere

### To Apply:

A complete application consisting of the following:

- Cover letter
- Resume including relevant school and work experience
- Send all materials via email to Jessica Lynch (jlynch@ballethispanico.org), subject heading: SoD Administrative Associate- YOUR NAME. *No phone calls please.*

### Interviews:

Once we have received your application, our office will be in touch to confirm receipt of your materials, and/or set-up an interview.

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For more information:  
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