

Tuesday, October 16, 2018

FEMALE FRONT DESK NEEDED FOR THE JEWISH CENTER FOR THE PERFORMING ARTS

Company: Jewish Center for the Performing Arts
Location: Brooklyn, NY
Compensation: \$12/hour

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The Jewish Center for The Performing Arts is looking for female front desk manager.
Minimal experience needed. Minimum 10 hours weekly. First week training mandatory.

Requirements:

- Punctuality
- Know how to use Excel and Quickbooks
- Costumer assistance

Compensation: \$12 an hour

The Jewish Center for the Performing Arts (JCPA) is an orthodox organization that provides professional training in Ballet, Tap, Jazz, Contemporary, Hip Hop, Acting, Singing, and Music. After 10 years, our studio is finally expanding to a brand new location of 2,000 square ft., located at 1785 Flatbush Ave. INTERVIEW REQUIRED. Please send your headshot and resume and wait to be contacted for an interview.

Jewish Center for the Performing Arts
1785 Flatbush Ave
Brooklyn, NY, 11210
718-513-6257
www.jewishperformingarts.com

For more information:
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