

Wednesday, May 1, 2019

Front Desk & Work-Study Position

Company: Bridge For Dance

Location: New York, NY

Compensation: One free class or rental for every shift worked

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Bridge For Dance is looking for someone to join our team for the summer season!

At Bridge For Dance, our Work-Study Program consists of a front desk position in exchange for free classes and rentals. At the front desk, this candidate will provide customer service that supports the operations of The Bridge, which includes checking in students for classes, completing registration, taking payments, etc. Our ideal candidate is responsible, hardworking, creative, and can commit to one 4-hour shift per week.

Commitment Dates:

June 2019 - September 2019

Mondays, 4-hour shift

Responsibilities Include:

- Greet students and visitors at The Bridge
- Adult Dance Program student check-in
- Register Young Dancers Program students
- Help finalize rentals and payments
- Assist with program promotions
- Update bulletin boards
- Answer phone and relay messages
- General cleaning and maintenance
- Provide general support for staff and faculty
- Complete any special tasks during the shift

Qualifications:

- Background in dance or the performing arts
- Basic computer and technology skills
- Punctual, polite, organized, and well-spoken
- Experience working in customer service and/or retail industries is a plus!

Benefits:

- One free class or rental for every shift worked

TO APPLY:

Email your resume and a short paragraph about yourself to felicia@bridgefordance.com with subject line, "Work-Study Position." No phone calls please.

Bridge For Dance
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For more information:
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