

Sunday, May 19, 2019

## Work Study Positions Available at Brooklyn Ballet

Company: Brooklyn Ballet

Location: Brooklyn, NY

Compensation: Free classes per 3 hour shift

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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 (Thursday evening, Saturday evening). 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 3 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 as well as Adult Pilates and Company Class.

-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
- 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
- Open and close the studio as needed

We look forward to hearing from you!

Claire Ketner, Brooklyn Ballet School Administrator

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

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