

Tuesday, November 19, 2019

Front Desk Administrator - Ballet Academy East

Company: Ballet Academy East

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Location: New York, NY

Compensation: Hourly wage. Benefits include free adult dance classes, tuition for your children (if applicable), and tickets to student perf.

Description of Organization:

Since 1979, Ballet Academy East has been a vibrant center for dance on Manhattan's Upper East Side. Founder and Director Julia Dubno, opened the school in a brownstone on East 79th Street with one small studio. Today the studio, now located on Third Avenue, has five spacious studios, a world-renowned faculty, and continues to flourish.

Alumni of Ballet Academy East are currently performing in companies across the country, including New York City Ballet, American Ballet Theatre, BalletMet, Oregon Ballet Theatre, Ballet Memphis, Alabama Ballet, Kansas City Ballet and Los Angeles Ballet.

Description of Responsibilities

Customer Relations

Maintaining positive relations with parents and students
Adding parent contact information to mailing lists for all inquiries
Answering phone calls and assisting with all school related questions

Administrative Duties:

Maintaining student attendance records, including recording absences and scheduling make-up classes
Assisting the administrative staff with registration mailings
Returning phone calls as requested
Administering morning and evening adult classes and processing related money
Monitoring lost and found items
Assisting in all student performances
Covering other co-workers schedules when necessary
Other job related assignments as required

Facility Needs

Monitoring and reporting maintenance needs
Opening and closing facility

Qualifications:

Flexibility, positive attitude, and good work ethic
Excellent computer skills, including Microsoft Office Suite
Strong written and verbal communication skills and attention to detail
Ability to work independently, and as a member of a team
Some background and/or interest in dance/performing arts a plus

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