

Wednesday, August 4, 2021

Front Desk Administrator - Ballet Academy East

Company: Ballet Academy East

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Location: New York, NY

Compensation: \$15 per hour. Benefits include free adult dance classes and tuition for your children (if applicable).

Currently looking for someone to take two set shifts; Monday 2:30-8:30pm and Sunday 8:15-1:30pm. Plenty of subbing opportunities as well.

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.

BAE is proud to currently be offering both in-studio and virtual classes for our students.

Description of Responsibilities

Customer Relations:

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

Administrative Duties:

- Maintaining student attendance records, including recording absences and scheduling make-up classes
- Monitoring all virtual classes for all divisions; including sending out links to classes
- Helping adult students sign up for class, when needed
- Covering other co-workers schedules when necessary
- Other job related assignments as required

Facility Needs:

- Monitoring and reporting maintenance needs
- Setting up all TVs and monitors in each studio
- Moving barres to the necessary studios
- Opening and closing facility

Qualifications

- Flexibility, positive attitude, and good work ethic
- Excellent computer skills, including Microsoft Office Suite, MindBody, and Zoom
- Ability to adhere to COVID-19 protocols
- 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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