

Tuesday, August 10, 2021

Part-Time School of Dance Administrative Assistant for Ballet Hispánico

Company: Ballet Hispánico
Location: New York, NY
Compensation: \$20/hour

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POSITION DESCRIPTION

The School of Dance Administrative Assistant supports the daily functions in the School of Dance office including checking-in students to the building, conducting daily walk-throughs of the space, administering incident/injury reports, collecting observation forms, and attending to student and faculty needs as they arise.

This is a part-time position (approximately 28 hours per week) reporting directly to the School of Dance Deputy Director and working in partnership with the School of Dance Registrar. The Administrative Assistant's schedule is based on a six-day workweek schedule that requires weekday evening hours and Saturdays. At times, the Administrative Assistant is expected to support School of Dance performances and special events on Sundays. Scheduling is always subject to change, however effort will be made to communicate schedules well in advance.

COMPENSATION: \$20/hour

NOTE: Applicants must be fully vaccinated for the COVID-19 virus in order to be eligible for this position

SCHEDULE

Only applicants that have the availability to work the listed schedule should apply.

Schedule is subject to change.

Tuesday, September 7 - Friday, September 10

Tuesday 10:30am-6:00pm
Wednesday 12:45-8:15pm
Thursday 1:00-8:30pm
Friday 12:45-8:15pm

Monday, September 13 - Saturday, September 18

Monday 3:00-8:45pm
Tuesday 3:00-8:45pm
Wednesday 3:00-8:45pm
Thursday 3:00-7:45pm
Friday 3:00-8:45pm
Saturday 1:45-5:45pm

Fall Semester: Monday, September 20 - Saturday, December 11

Spring Semester: Monday, January 10 - Sunday, June 12

Monday 1:15-8:15pm
Tuesday OFF
Wednesday 3:00-8:45pm
Thursday 3:00-8:30pm
Friday 3:00-8:15pm
Saturday 8:30-4:00pm

Summer 2022 Hours TBD

ESSENTIAL SKILLS & QUALITIES

- Strong interpersonal skills with experience in customer service specific to the dance community
- Dance background required to speak to the needs of our community
- Excellent verbal and written skills in both Spanish and English
- Experience with Microsoft Office Suite and Google Drive (Google Docs, Sheets, and Forms) preferred

ABOUT BALLET HISPÁNICO

For fifty years Ballet Hispánico has been the leading voice intersecting artistic excellence and advocacy, and is now the largest Latinx cultural organization in the United States and one of America's Cultural Treasures. Ballet Hispánico brings communities together to celebrate and explore Latino cultures through innovative dance productions, transformative dance training, and enduring community engagement experiences.

National Medal of Arts recipient Tina Ramirez founded Ballet Hispánico in 1970, at the height of the post-war civil rights movements. From its inception Ballet Hispánico focused on providing a haven for Black and Brown Latinx youth and families seeking artistic place and cultural sanctuary. By providing the space for Latinx dance and dancers to flourish, Ballet Hispánico uplifted marginalized emerging and working artists, which combined with the training, authenticity of voice, and power of representation, fueled the organization's roots and trajectory. In 2009, Ballet Hispánico welcomed Eduardo Vilaro as its Artistic Director, ushering in a new era by inserting fresh energy to the company's founding values and leading Ballet Hispánico into an artistically vibrant future. Today, Ballet Hispánico's New York City headquarters house a School of Dance and state-of-the-art dance studios for its programs and the arts community. From its grassroots origins as a dance school and

community-based performing arts troupe, for fifty years Ballet Hispánico has stood as a catalyst for social change.

Ballet Hispánico provides the physical home and cultural heart for Latinx dance in the United States. Ballet Hispánico has developed a robust public presence across its three main programs: its Company, School of Dance, and Community Arts Partnerships.

Through its exemplary artistry, distinguished training program, and deep-rooted community engagement efforts Ballet Hispánico champions and amplifies underrepresented voices in the field. For fifty years Ballet Hispánico has provided a place of honor for the omitted, overlooked, and oppressed. As it looks to the next fifty years and beyond, Ballet Hispánico seeks to empower, and give agency to, the Latinx experience and those individuals within it.

REQUIRED MATERIALS

- Cover letter describing your interest in this position and Ballet Hispánico's work
- Resume
- Minimum of two references

TO APPLY

Send all required materials via e-mail to the School of Dance with the subject "School of Dance Administrative Assistant - Applicant's Name." E-mail submissions only. No phone calls. Upon receipt of your application, you will be notified regarding any next steps.

TIMELINE

Applications will be accepted through August 23 with interviews taking place August 24-27. Starting date for the selected candidate will be September 7, 2021.

Ballet Hispánico
167 West 89th Street
New York, NY, 10024
<https://www.ballethispanico.org/>

For more information:
School of Dance
school@ballethispanico.org

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