

Wednesday, September 29, 2021

## Program Assistant

Company: Ballet Tech Foundation Inc  
Location: New York, NY  
Compensation: \$40,000-\$42,000

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BALLET TECH, the NYC Public School for Dance, seeks a dedicated, energetic, and organized individual as a full-time Program Assistant. The Program Assistant supervises and mentors students ages 8-18, and provides administrative support to the Artistic Director and others. Experience with children and a sense of humor are essential. A background in dance and the arts, while a plus, is not required for this position. Bi-lingual is also a plus, but not required.

Ballet Tech (BT) is dedicated to developing new generations of dancers by introducing thousands of New York City public school children to the beauty and rigor of classical dance and providing those most promising with the professional training necessary to pursue their creative potential, tuition-free. In 1978, choreographer Eliot Feld began Ballet Tech to provide tuition-free dance training to develop new generations of dancers drawn from the NYC public school system. Ballet Tech subsequently entered into a public/private partnership with the NYC Department of Education (DOE) in 1996, making it possible for students to study dance as part of the regular school day. Ballet Tech serves approximately 140 students annually in grades 4-12.

### Responsibilities

Daily supervision of students during class transitional periods  
Supervising students during our season at the Joyce Theater  
Scheduling auditions (This is currently on hold due to COVID)  
Assisting in the operations of the Introduction to Ballet Program (This is currently on hold due to COVID)

Data entry  
Assist with mailings  
Maintain student records  
Assistance with phone calls  
General administrative help

### Required Skills and Experience

Professional demeanor and positive role for students

Knowledge of Microsoft Office  
Experience with children  
Team player who can also work independently  
Openness to work collaboratively to solve problems  
Interest in dance and/or performing arts  
Exceptional organizational skills  
Excellent attention to detail

Ballet Tech is an Equal Opportunity Employer; people of diverse backgrounds encouraged to apply. Salary: \$40,000, plus health insurance, 403b, transitcheck, and dental.

Please send letter & resume to [jobs@ballettech.org](mailto:jobs@ballettech.org). Resumes sent without a cover letter will not be reviewed.

Ballet Tech Foundation Inc  
890 Broadway  
New York, NY, 10003  
212-777-7710  
[www.ballettech.org](http://www.ballettech.org)

For more information:  
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