

Sunday, May 8, 2022

## HIRING: Peridance Center Certificate Program Assistant Coordinator

Company: Peridance Center

Location: NY, NY

Compensation: Hourly pay commensurate with experience

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### Peridance Center Certificate Program Assistant Coordinator

Peridance Center is seeking an Assistant Coordinator for its two year Certificate Program. Peridance Center is a world renowned dance center in the heart of New York City. Home to Peridance Contemporary Dance Company and an eclectic variety of dance education programs for all ages and levels. The two year Certificate Program is Peridance Center's most intensive educational program which offers post secondary students a two year training and preparation for a career in dance.

### Program Assistant Coordinator Job Responsibilities

Manage student and faculty emails and inquiries

Assist Director with program planning and implementation

Organization and planning of rehearsals, classes, and performances

Daily communication with faculty, students, and staff

Organization of student midterm and final exams

Oversee daily attendance

Facilitate the hiring and planning of substitute faculty

### Work Hours

Part time position

Minimum 5 hours daily, 25-30 hours per week

Payment hourly commensurate with experience

### Job Qualifications

Strong written and verbal communication skills

Cooperative and team-oriented

Mentorship experience

Experience in Arts Administration

To Apply: Email CV and Cover Letter to [nikki@peridance.com](mailto:nikki@peridance.com). Job search will be ongoing until position is filled.

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