

Tuesday, July 26, 2022

Program Assistant

Company: Ballet Tech Foundation

Location: New York, NY

Compensation: Salary range: 40,000 - 45,000

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Ballet Tech Foundation seeks a highly organized and resourceful individual to serve as Program Assistant. Reporting to two administrative directors and in collaboration with fellow program team members, this full-time role proactively supports the daily operations of our school as well as our outreach and recruitment activities. The successful candidate will have experience working with young people in an educational or afterschool program setting and will find value in being a resource and positive role model for our students. Bonus points if you have a passion for the arts!

Our Mission

Ballet Tech is committed to introducing New York City public school children to the beauty, integrity, and joy of dance. Annually, we provide the rigorous dance training necessary to fulfill and nurture students' intrinsic dance talents, all tuition-free. We are developing dancers and leaders of tomorrow by offering young people, who reflect the rich diversity of our city, a world class dance education and enrichment that encompasses a wide variety of genres of movement and choreography, alongside an excellent academic education in collaboration with the NYC Department of Education.

Responsibilities

- Daily supervision of students during class transitional periods
- Scheduling auditions with Ballet Tech's partner schools
- Updating and maintaining student and partner school records in our database
- Supporting the operations of Ballet Tech's Intro to Ballet outreach program
- Supervising students during our Kids Dance performances at the Joyce Theater
- General administrative support (fielding calls, assisting with mailings, etc.)

Skills, Experience, and Attributes

- Professional demeanor and positive role model for students
- Experience working with young people (our students are ages 8-14)
- Ability to work independently and collaboratively
- Intrinsically-motivated problem solver
- Knowledge of Microsoft Office and Google Suite
- Exceptional organizational skills
- Excellent attention to detail

Benefits

- Medical insurance (we pay 100% of the premium cost for individuals)
- Employer-funded Health Reimbursement Account (HRA)
- Flexible Spending Account (FSA)
- Dental, vision, and life insurance (we pay 50% of the premium cost for individuals)
- 403(b) retirement plan with 3% match after first year

-Transitchek (pre-tax commuter benefit)

-Generous paid time off (PTO)

Ballet Tech is an Equal Opportunity Employer. Please send a cover letter and your resume to jpalmer@ballettech.org.

Ballet Tech Foundation
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For more information:
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