

Friday, August 12, 2022

Studio Education Assistant

Company: Dance Place
Location: Washington DC, DC
Compensation: \$18.50 per hour

► [Share](#) | [Print](#) | [Download](#)



Dance Place, a nationally recognized cultural arts center in Washington, DC, seeks a Studio Education Assistant. This is a part-time, hourly, year-round position. The Studio Education Assistant will report to the Studio Education Manager. The ideal candidate will have 1 or more years of experience working with class registration and/or customer service, and embrace Dance Place's mission to build a community of artists, audiences and students through high quality performances, commissions, training and educational programs and our commitment to enriching the field of dance locally, nationally and internationally.

Dance Place is an equal opportunity employer. Dance Place believes that people of color, people in the LGBTQ+ community, people with disabilities, and women must be centered in the work we do. Hence, we strongly encourage applications from people with these identities or who are members of other marginalized communities. Strong candidates will work in alignment with Dance Place's mission and values, be welcoming to people of all identities, including artists, adult dance class students, audience members, and the youth of our robust education programs.

Title: Studio Education Assistant

Number of hours per week: 18-20

Department: Education

Immediate supervisor: Studio Education Manager

Salary: \$18.50 per hour

Benefits: Dance Place offers our part-time hourly employees a (401) K plan and pre-tax travel benefits. Employees are able to take class and attend Dance Place performances for free.

Position Overview

The Studio Education Assistant is responsible for assisting the Studio Education Manager in daily class hosting and administrative roles for the program. Typically stationed in the lobby of Dance Place, the Studio Education Assistant will often be the first representative of Dance Place that our patrons encounter and should be a warm, welcoming, friendly steward of our space. An ideal candidate for this role will demonstrate excitement and enthusiasm about interacting with the many people who call Dance Place home, as well as first-time visitors. Responsibilities include overseeing data entry, program schedule management, and in-person patron support.

Studio Education Assistant Essential Responsibilities

Communicate regularly and warmly with youth and adult students and families regarding classes, payments, MindBody accounts, and other Dance Place programming.

Oversee and ensure accuracy of all data entry into MindBody for youth and adult classes.

Manage the class hosts' schedules in partnership with the Studio Education Manager and serve as the main class host during weekday classes, and as a weekend backup for class hosting.

Ensure lobby and studio spaces are clean and welcoming at the onset of each shift.

Assist in the administrative tasks for the Studio Education Program including but not limited to: MindBody data entry, payment tracking, program reports, teacher and student communications, etc.

Manage the kids class and adult class email accounts

Due to the in-person nature of the position, those who wish to apply for this position will be required to be fully vaccinated against COVID-19. This is defined as 2 weeks after receiving the last eligible dosage, inclusive of booster shot(s). The applicant should be prepared to show proof of vaccination upon request. Each candidate will also be required to comply with Dance Place's current COVID-19 policies and procedures including the utilization of a face covering that covers both the nose and mouth while indoors on campus and adhering to frequent hand sanitization to prevent the spread of illness.

All offers of employment at Dance Place are contingent upon results of a thorough background check. Background checks will be conducted on all final candidates prior to an offer for employment being extended.

HOW TO APPLY: To apply, send a cover letter, resume, and two references to employment@danceplace.org. No phone calls, please.

Applications will continue to be accepted until the position is filled, with a priority application date of August 29th, 2022. No phone calls, please.

Dance Place
3225 8th St NE
Washington DC, DC, 20017
danceplace.org

For more information:
Emily Crews
employment@danceplace.org

[< back](#)

[previous listing](#) • [next listing](#)