

Monday, January 23, 2023

## Part Time Studio Coordinator

Company: ALDEN MOVES Dance Theater

Location: Brooklyn, NY

Compensation: Hourly and commensurate with experience, up to \$20/hr

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### About the Organization:

ALDEN MOVES Dance Theater is dedicated to making movement dance and making dance move--on stage and in the classroom. Comprised of a professional division, a children's division, and a recreational division for teens and adults, we are a repertory company dedicated to supporting artists whose work is steeped in tradition and infused with contemporary perspective. Further, we seek to inspire new generations of artists and audiences by offering classes in which the whole family can discover--or revisit--their joy of movement, music, and dancing. We're thrilled to have made our permanent home in Prospect Park South, where we've made Studio 1203 a playground for artists and students alike.

### About the Position:

ALDEN MOVES Dance Theater is seeking a part time Studio Coordinator. Applicants must have the ability to start training on Feb 27 or before and work the following 25 hour per week in-person schedule:

- Monday 1:30pm- 7:45pm Front Desk/Administrative Hours (approx 5.5hrs w/ meal break)
- Tuesday 10:15am-6:00pm Front Desk/Administrative Hours (approx 7hrs w/ meal break)
- Wednesday 1:30pm-8:00pm Front Desk/Administrative Hours (approx 5.75hrs w/ meal break)
- Thursday 1:30pm-7:45pm Front Desk/Administrative Hours (approx 5.5hrs w/ meal break)

While the position is roughly 25 hours per week, additional hours will be available during performance seasons, occasionally for studio events, and during summer/winter break camps.

### Responsibilities Include:

- Front Desk support and security
- Following COVID-19 safety precautions in the studio
- General correspondence with parents, students, and other members of the community
- Facilitating and organizing class registration
- School Pick-ups: Coordinate the safe walk of 1-3 children from a local school to the studio on fixed days of the week, supervise a snack, and help them change into dance clothes as needed.
- Assisting children's dance classes
- Marketing for Studio 1203, including social media and e-blasts
- Handling inquiries and bookings to rent Studio 1203
- Supporting event planning and production
- Assistance with grant writing
- Assistance with press releases

### Requirements:

- 1-2 years of administrative experience in an arts or dance studio setting
- Bachelor's degree in dance, arts administration, or a related field strongly preferred
- Ability to delegate tasks to a small administrative team

--Detail-oriented team player who is punctual, reliable, and patient.

--Strong communicator who takes initiative and is very organized.

--Ability to work in line with the studio's seasonal schedule, taking vacation time when the studio is closed, avoiding vacation time while classes and camps are in session, and switching to an 8:00am to 3:00pm schedule for the 6-8 weeks during the summer that camps are scheduled. The schedule listed above is available during the school year only.

--Flexible weekend/evening availability for occasional required studio performances or other events

--Conscientious execution and participation in COVID safety plans in the studio and adherence to state guidelines outside of the studio.

--Proficiency in Microsoft Word & Excel and Google Docs

--Familiarity with (or willingness to learn) registration software, and website building and editing programs, including Weebly, Chargebee, Dance Studio Pro, Canva, Adobe Photoshop, Audacity, and iMovie.

--Must be able to commute to Prospect Park South.

--Teaching experience with children in a dance studio setting is a plus.

--Strong ballet, modern, jazz, hip hop and/or pointe background a plus.

--Interest in working with the Director to get to know our signature "GET MOVING Creative Dance" format, teaching style, and program goals a plus.

--Ability to sub classes a plus

#### Compensation:

Hourly pay commensurate with experience, up to \$20/hr. Fringe benefits include comped dance and Pilates classes. This position is part time, roughly 25 hrs/wk.

#### How to Apply:

Interested applicants should email their resume and cover letter to [info@aldenmovesbk.com](mailto:info@aldenmovesbk.com) (please cc [aldenmovesbk@gmail.com](mailto:aldenmovesbk@gmail.com)) by Sunday, February 5, with 'Studio Coordinator' in the subject line.

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ALDEN MOVES Dance Theater  
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Brooklyn, NY, 11218  
[www.aldenmovesbk.com](http://www.aldenmovesbk.com)

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For more information:  
Lydia  
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[< back](#)

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