

Monday, February 27, 2023

SEEKING ADMINISTRATOR FOR COMPETITIVE DANCE SCHOOL - MANHATTAN

Company: Shooting Stars NYC

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

Compensation: 19.00 per hour - reevaluate after 3 months to 20.00



Showstoppers

Seeking an administrator for a competitive dance school. The company states: "This company has been in business for over 20 years, teaching dancers from all over NYC. We have two locations, one on the UES and one on the UWS. Our main focus is teaching young ladies to be leaders and emphasizing the importance of teamwork and girl-power through competitive dance!"

Our focus is competitive dance and high-profile events. Our dancers Just opened at Radio City Hall for the Christmas Spectacular. We have performed for the Harlem Globetrotters, as well as Halftime games at the Barclays Center, Meadowlands, and Madison Square Garden. We have been on HBO, W mag, Fox news, AGT, and many others. We are a double platinum award-winning company and teach various genres of dance including Hip Hop, Broadway, Contemporary, Street Jazz, Lyrical, Acro and so much more. Hip Hop is our most popular. We refer to our staff as "Star Family."

Works 3 days a week (10:00 a.m.-1 p.m.) depending on need of job in NYC. Afterschool Teaching (in the Fall) at Private Schools in Nyc.

Needs to be able to assisting or subbing a basic dance class. Future teaching available if interested. Check-in once a day on incoming emails regarding enrollment and attend to daily emails for 1 hour. 3 hours during daytime; day can be flexible and hours as well depending on workload (Admin work done remote).

Must attend events and competitions, as well as summer intensives in studio for costume measurements, classes, software set up with new students, etc.

An organized, dedicated, problem solver, to help with in-person and remote administrative operations (and possible future teaching if qualified) for a competitive dance studio. Someone able to learn the studio's software: Dance Studio Pro quickly. Part-Time. However, HUGE Room for growth. Please do not apply if you are just looking for a quick part time job. This job will grow into much more as time passes with the right person. The person hired for this position will need to be flexible as we tailor what works best for the job. Trial paid training month first.

Duties include: Social media platforms, Dance Studio Pro Software, Setting up and handling financial enrollment. Communication with parents via email and in person, sales, collections, ordering, growing our brand, costumes, program development, and assisting with various projects/events. Must have a laptop, and experience with dance/competitive dance. If able to substitute classes a plus, but not mandatory.

Shooting Stars NYC
10028
www.ShootingStarsNYC.com

For more information:
Kristin
Kristin@shootingstarsnyc.com

[< back](#)

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