

Monday, May 22, 2023

Part-Time Front Desk Administrator - Ballet Academy East

Company: Ballet Academy East

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Location: New York, NY

Compensation: \$15 per hour for first 6 months, \$16 for second 6 months, \$17 at year mark. Plus free open adult classes.

Currently looking for someone to join the Front Desk Administrative staff. Various shifts available.

Description of Organization:

Since 1979, Ballet Academy East has been a vibrant center for dance on Manhattan's Upper East Side. Founder and Director Julia Dubno, opened the school in a brownstone on East 79th Street with one small studio. Today the studio, now located on Third Avenue, has five spacious studios, a world-renowned faculty, and continues to flourish.

BAE is proud to currently be offering both in-studio and virtual classes for our students.

Description of Responsibilities

Customer Relations:

Maintaining positive relations with parents and students

Answering phone calls and emails and assisting with all school related questions

Adding parent contact information to mailing lists for all inquiries

Administrative Duties:

Maintaining student attendance records, including recording absences and scheduling make-up classes

Monitoring all virtual classes for all divisions; including sending out links to classes

Helping adult students sign up for class, when needed

Covering other co-workers schedules when necessary

Other job related assignments as required

Facility Needs:

Monitoring and reporting maintenance needs

Setting up all TVs and monitors in each studio

Moving barres to the necessary studios

Opening and closing facility

Qualifications

Previous administrative experience

Flexibility, positive attitude, and good work ethic

Excellent computer skills, including Microsoft Office Suite, MindBody, and Zoom

Strong written and verbal communication skills and attention to detail

Ability to work independently, and as a member of a team

Some background and/or interest in dance/performing arts a plus

How to Apply:

Please submit your cover letter and resume to Katie@baenyc.com.

Ballet Academy East

1651 Third Avenue

New York, NY, 10128

212-410-9140

BalletAcademyEast.com

For more information:

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