

Tuesday, May 2, 2023

Seeking Part-Time Administrator

Company: Classical School of Ballet LI

Location: New Hyde Park, NY

Compensation: \$22.00 - \$28.00 depending on experience

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Classical School of Ballet LI is seeking a mature, self-motivated, highly organized individual with excellent communication skills to join our team as an administrator. This position requires a significant amount of interaction with our client base, including young children. The ideal candidate offers a friendly face, a calm, confident demeanor and is able to juggle administrative duties and client interactions with grace.

Preference is given to applicants with prior experience in a dance or performing arts related field.

Hours: Approximately 24 to 28 hours per week

Compensation: \$22.00 to \$29.00 per hour depending on experience.

Skills Required

- Proficiency in Microsoft Office, Google Suite, Cloud-based storage, Zoom
- Design Experience preferred (Canva; iStock; S'more)
- Familiarity with Social Media (Instagram)
- Clerical Experience, Customer Service Experience
- Experience with Dance Studio Management Software or similar (Compudance)
- Experience with School Communication Systems or similar (Remind)

To Apply: Please send your resume to carolyn@classicalschoolofballetli.com

Classical School of Ballet LI
999 Herricks Rd.
New Hyde Park, NY, 11040
516-476-3339
<https://classicalschoolofballetli.com/>

For more information:
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