

Wednesday, June 14, 2023

## Studio Coordinator

Company: Flamenco Vivo Carlota Santana

Location: New York, NY

Compensation: The pay range for this role is \$20 - \$25 per hour.

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Flamenco Vivo Carlota Santana seeks a Studio Coordinator to join our growing NYC based team. The Studio Coordinator's primary responsibility is to oversee the day-to-day operations of Flamenco Vivo's Studios. Flamenco Vivo's Studio Rental program is designed to provide the percussive dance community with affordable and high-quality space for studio space for classes and rehearsals. The Studio Coordinator role is primarily remote, with the occasional need for in-person meetings and events in our NYC office.

What you will be responsible for:

- Managing booking calendars for two dance studios;
- Processing requests and sending rental approval/denial notices;
- Processing and tracking payments and invoices for studio space;
- Advertising studio availability through social media and e-blasts;
- Overall maintenance of the studios - coordinating studio cleaners and maintaining studio supplies stocked;
- Coordinating with Flamenco Vivo staff on studio scheduling for Company events and performances.

Who you are:

- You are a problem solver with great organizational skills;
- You communicate clearly and effectively;
- You take initiative and propose solutions;
- You have strong client-facing skills, and act in service of our renters and our community.

Pay Range:

The pay range for this role is \$20 - \$25 per hour.

*\*Although this role is primarily remote, in-person work in our New York City studio is required on an as-needed basis.*

If you are interested in learning more – please apply ASAP!

Please email a resume and brief cover letter to: [Leyda@flamenco-vivo.org](mailto:Leyda@flamenco-vivo.org) for immediate consideration

About Flamenco Vivo:

Founded in 1983 and celebrating its 40th Anniversary this year, Flamenco Vivo Carlota Santana is one of America's premier flamenco companies. We serve more than 35,000 people nationwide each year through far-reaching programs that entertain, educate, and empower. Our mission is to promote flamenco as a living art form and a vital part of Hispanic and Latinx heritage; produce and perform high quality dance works; provide arts education programs that catalyze connections among students; and nurture the next generations of artists and educators. Learn more at [www.flamenco-vivo.org](http://www.flamenco-vivo.org).

Equal Opportunity Employer:

Flamenco Vivo Carlota Santana celebrates difference – we celebrate, support, and thrive on difference for the benefit of our staff and community. Flamenco Vivo is proud to be an equal opportunity workplace. All aspects of employment including the decision to hire, promote,

discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

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New York, NY, 10036  
212-736-4499  
[www.flamenco-vivo.org](http://www.flamenco-vivo.org)

For more information:  
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