

Monday, October 14, 2024

Brooklyn Dance Studio Administrator

Company: ALDEN MOVES Dance Theater

Location: Brooklyn, NY

Compensation: pay commensurate with experience up to \$20/hr

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Job Title:
Studio Administrator

About the Organization:

ALDEN MOVES Dance Theater is dedicated to making movement dance and making dance move--on stage and in the classroom. At our home in Prospect Park South, every child is a dancer. Focused training is steeped in tradition and infused with contemporary perspective, and we offer a schedule of classes in which the whole family can discover--or revisit--their joy of movement, music, and dancing. Our studio serves as a playground for the arts where students mingle with professionals and a new generation of artists and audiences is inspired, one student at a time.

About the Position:

ALDEN MOVES Dance Theater is seeking an active, part time Studio Administrator with strong organizational skills who loves kids and appreciates a mixed work day. Applicants must have the ability to start training as soon as possible and work the following 20-30 hour per week in-person schedule:

Sunday 8:30am-2:00pm Opening, Class Assist, & Front Desk/Administrative Hours with possible teaching for eligible candidates (will extend to about 5:30pm Mar-Jun)

(Monday 1:30pm- 7:30pm Opening, School Pick-up, & Front Desk/Administrative Hours)*

(Tuesday 2:00pm-8:00pm Opening, Class Assist, & Front Desk/Administrative Hours)*

(Wednesday 2:00pm-8:00pm School Pick-up & Front Desk/Administrative Hours)*

Thursday 1:30pm-7:45pm School Pick-up & Front Desk/Administrative Hours

*1-2 of these shifts may be able to be covered by another staff member if 30 hours per week is more than you are looking to work. 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 any applicable 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 1-5 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:

Must enjoy working with kids and be able to commute to Prospect Park South.

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, Sawyer, Canva, Adobe Photoshop, Audacity, and iMovie.

Teaching experience with children in a dance studio setting is a plus and teaching may be available for candidates with the applicable experience.

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

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

Ability to sub for classes is 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 20-30 hrs/wk.

How to Apply:

Interested applicants should email their resume and cover letter to info@aldenmovesbk.com (please cc aldenmovesbk@gmail.com) by Monday, Oct 28, with 'Studio Coordinator' in the subject line.

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For more information:
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