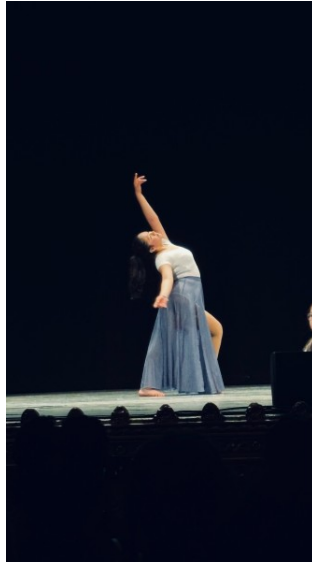


Monday, October 21, 2024

Dance Studio Supervisor

Company: Groove With Me
Location: Manhattan, NY
Compensation: \$20/hr

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Spanish Speaking Studio Assistant

Groove With Me, Inc. is a youth development organization using free dance classes and performance opportunities as a tool to instill in young women the leadership, pride, spirit of cooperation, creativity, joy, and discipline needed to confront adversity in their daily lives and throughout their future development. The program seeks to decrease teen pregnancy, truancy, crime, violence, prostitution, substance abuse, and gang-related activity by nurturing youth, building self-confidence, offering positive choices, and providing a safe place to go.

The Studio Assistant has hands on, first line, direct support of the programming - the dance classes. She helps the afternoon run smoothly by matching children to their parents, supporting the waiting room, answering the door and phone, and lending a hand to the teachers. The Studio Assistant is front of house so must maintain a courteous and professional demeanor both in speech and appearance. We are looking for an extremely organized person with excellent oral and written communication skills, an ability to communicate in an accurate and professional manner, and ability to adapt to change.

Required Skills:

Spanish fluency required
Office administration & management experience
Database functionality
Social media use
Writing electronic newsletters (Constant Contact), design (Canva)

Qualifications:

Attention to detail with excellent time management skills
Ability to work autonomously and in teams in a fast-paced environment
Highly organized and creative with a deep enthusiasm for the arts
Experience working with children and families

Job Type:

Part-time - 25 hours per week

\$20/hr

Schedule:

September - June:

Monday - Friday 4pm-8pm

Saturday - 10:30-3:30

July & August

Monday - Thursday- 10am-2pm

Responsibilities:

1. Programming

After School supervision

Prepare for the recital

Inventory costumes and in-kind donations

Support trips, events in the studio, external performances

2. Database organization

Ensuring the accuracy of students' info and enrollment

Keep current & up to date

Able to run reports

3. Marketing/ promotional efforts

Daily social media posts

Electronic newsletter to donors & families

Fundraising

4. Other tasks as requested

Groove With Me

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[< back](#)

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