

Tuesday, October 7, 2025

## Front Desk Associate

Company: Rivertown Dance Academy  
Location: Tarrytown, NY  
Compensation: 18/hour

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Rivertown Dance Academy (RDA) is looking for part time Front Desk Associates on weekday afternoons and Saturday mornings.

### Responsibilities:

Open up the facility before the start of classes  
Greet dancers and families as they arrive for class  
Check dancers in to classes, take payments, answer phone calls, and other administrative tasks  
Perform basic duties to ensure that the studios and facilities remain neat and safe  
Lock up the studio at the end of each day  
Stay up to date with RDA's programming, policies, schedule, and upcoming events  
Act as liaison between parents and faculty

### Required skills:

Proficient writing and communication skills.  
Strong computer skills.  
Ability to work independently as well as collaboratively in a team environment.  
Proved knowledge of Google and Microsoft programs  
Ability to provide a welcoming and personable experience for our students and families

### Preferred skills:

Interest/background in dance.  
Spanish speaking.  
Understanding of non-profit organizations.

### What We Offer:

A creative and supportive work environment.  
Free dance classes.  
The opportunity to grow as part of RDA's administrative team

Rivertown Dance Academy  
69 N Broadway  
Tarrytown, NY, 10591  
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[rivertowndanceacademy.org](http://rivertowndanceacademy.org)

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