

Monday, December 8, 2025

Front Desk Manager

Company: Peridance Center
Location: New York, NY
Compensation: \$17/hour

► [Share](#) | [Print](#) | [Download](#)



Front Desk Manager

Peridance Center — New York, NY

Peridance Center, a leading New York City institution for dance training and performance, is seeking a highly organized, personable, and proactive Front Desk Manager to join our administrative team. This position is essential to the smooth daily operation of the Center and serves as the first point of contact for students, faculty, families, and visitors. We are looking for someone who thrives in a fast-paced environment, enjoys working with people, and is passionate about supporting a vibrant artistic community.

Position Summary

The Front Desk Manager oversees the day-to-day operations of the Front Desk and ensures exceptional customer service across all departments. This role manages front desk staff, coordinates communication between programs, maintains smooth class operations, and supports administrative processes throughout the Center.

Key Responsibilities

Front Desk Operations

Manage daily front desk functions and ensure smooth flow of students, faculty, and guests entering the Center.

Supervise and schedule front desk staff, providing training, guidance, and ongoing support.

Maintain accurate attendance records and oversee class check-ins for open classes and school programs.

Answer phones, respond to emails, and provide clear and friendly customer service.

Troubleshoot scheduling questions, class registrations, and student concerns.

Customer Service & Student Support

Serve as the primary point of contact for inquiries about classes, programs, rentals, and events.

Build positive relationships with Peridance students, school families, and faculty.

Assist families and students with registrations, payments, and program information.

Administrative Coordination

Ensure faculty sign-in sheets, rosters, and studio schedules are up to date.

Coordinate closely with School at Peridance, Certificate Program, SAP/ISP, and PCDC administrative teams.

Manage daily studio operations, including room assignments, schedule changes, and last-minute adjustments.

Support the enforcement of school policies, including attendance, tuition, and safety procedures.

Communication & Facility Support

Relay important updates to students, parents, and faculty in a timely manner.

Support the Operations team with general facility needs, lost-and-found, and incident reporting.

Assist with front-of-house duties during performances, showcases, and special events as needed.

Qualifications

Strong communication and customer service skills.

Prior experience in customer-facing or administrative roles preferred.

Ability to multitask in a fast-paced environment.

Highly organized and detail-oriented.

Comfortable learning new systems quickly (registration systems, scheduling tools, etc.).

Interest or experience in dance or performing arts is a plus.

Availability for a mix of weekday, evening, and weekend hours.

Knowledge of MindBody platform.

How to Apply

Please submit your résumé and a brief cover letter to nikki@peridance.com

Peridance Center
126 E 13th St
New York, NY, 10003
212 505 0886
peridance.com

For more information:
Nikki Holck
nikki@peridance.com
2125050886

[< back](#)

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