

Friday, December 19, 2025

## Peridance Center Administrative Internship: Certificate Program & Open Class Program

Company: Peridance Center

Location: New York, NY

Compensation: Unlimited Dance Classes

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### Administrative Internship: Certificate Program & Open Class Program

Peridance Center — New York, NY

Peridance Center is seeking a motivated, organized, and detail-oriented Administrative Intern to support both the Peridance Certificate Program (CP) and the Open Class Program. This internship is an excellent opportunity for individuals interested in arts administration, dance education management, and the inner workings of a major New York City dance institution.

The ideal candidate is a proactive self-starter with strong communication skills, a passion for dance, and an eagerness to learn in a fast-paced, collaborative environment.

#### Internship Responsibilities

##### Program Support (Certificate Program)

Assist with tracking student attendance, registration, and program compliance.

Support scheduling, student communications, and daily program logistics.

Help coordinate events such as orientations, evaluations, performances, and workshops.

Maintain accurate records and assist with administrative documentation.

Provide on-site support for CP rehearsals and showings when needed.

##### Open Class Program Support

Assist with daily class operations including scheduling updates and substitutions.

Help manage class rosters and ensure smooth studio turnover between classes.

Coordinate with administrative team on class needs, media requests, and promotional materials.

Support marketing initiatives by assisting with collecting class footage, updating signage, and assisting with social media content.

##### Student & Faculty Communication

Professionally respond to student/client inquiries via email or in person.

Relay updates and announcements to faculty and program directors.

Support community-building efforts across both programs.

#### Qualifications

Strong organizational and multitasking abilities.

Excellent written and verbal communication skills.

Ability to work well in a busy, high-traffic environment.

Professional, friendly, and reliable demeanor.

Interest in dance, performing arts, or arts administration strongly preferred.

Experience with Google Workspace, MindBody, scheduling, or customer service is a plus.

#### Internship Details

Location: Peridance Center, New York, NY

Hours: Flexible; approximately 15 hours per week

Compensation: Unlimited Dance Classes

Start Date: Rolling, with priority given to applicants available for a January 2026 start date.

How to Apply

Please send your résumé and a brief statement of interest to [nikki@peridance.com](mailto:nikki@peridance.com)

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