Wednesday, December 17, 2025

Reception Associate - Bilingual Spanish/English

Company: Dance Project of Washington Heights
Location: New York, NY
Compensation: $17-$19/hr or 40k-50k depending on experience

▶ *Share* | *Print* | *Download*

Job details

Job Type: Full-time or Part-Time

About the Organization

Dance Project of Washington Heights (DPWH) is home to an ever-growing community of young dance students, adult professional dancers, and various other artists passionate about dance, dance-making, and arts education. DPWH currently serves over 300 students of different ages, backgrounds, cultures, and socio-economic status. In addition, we make our space available to other dancers, choreographers and arts groups - furthering our reach beyond our direct student base.

The mission of Dance Project of Washington Heights is to remove barriers to dance education and to build community through dance. We believe the art of dance is transformative for individuals and communities. There should be no barriers to everyone experiencing the magic that dance holds, so we work to remove the barriers that do exist. In our efforts to remove such barriers, all of our kids' classes are Pay-What-You-Can.

Ideal Candidate

Dance Project of Washington Heights is seeking a self-motivated, energetic Part-Time Receptionist for immediate hire. The receptionist is an important and integral member of the Dance Project community who is critical to the successful and efficient operation of the school. The receptionist is the public face, voice, and first point of contact for parents, current and future students, visitors, and guests. There is ample opportunity for advancement and we will be looking for people who can bring value to our organization with skills not limited to the following: social media, event planning, marketing, early childhood education, visual arts, etc.

Responsibilities

Meet and greet visitors at reception and respond to general inquiries

Assist in student registration

Assist financial transactions, including handling tuition payments and merchandise sales

Update school database (Dance Studio Pro)

Monitor student attendance

Provide administrative support to staff and teachers accordingly

Enforce school building and front desk protocols and procedures

Maintain ongoing cleanliness of facility during shift including all common areas (kitchen, sitting area, bathrooms), replace toilet paper and other supplies as needed

Execute close of day building protocol

Respond to school community needs

Requirements, Skills and Knowledge

Bilingual - Spanish and English

Able to multitask (i.e. phones, computer work, busy service desk)

Knowledge of Google Drive

Skilled in sales and communicating product information

Strong in written skills and oral communication

Experienced in serving families and children

Comfortable following rules, protocols and organizational systems

Punctual, reliable, accountable

A team player, joyful, eager to be part of a school administrative team

Compensation

Pay for this position is hourly at $17-$19 per hour or $40k-$50k depending on experience

Free dance classes and discounted studio rentals

Opportunity to purchase company sponsored health benefits for full-time employees

How to Apply

To apply, please send your cover letter and resume to HeatherG@danceprojectwh.org. Indicate in the subject heading: "Studio Manager Opening – Your Name." No phone calls please.

Dance Project of Washington Heights celebrates diversity and is committed to creating an inclusive, diverse environment for all employees. We seek to recruit, develop and retain the most talented people from a diverse candidate pool. We are especially interested in maintaining a staff that is reflective of the diversity of our student body and participating families. DPWH is an Equal Opportunity Employer.

Dance Project of Washington Heights
350 Fort Washington Avenue
New York, NY, 10033
646-624-8597
www.danceprojectwh.org

For more information:
Heather Godfrey
heatherg@danceprojectwh.org
6465289675