

Monday, December 1, 2025

Studio Manager (Part-Time)

Company: Ballet Tech
Location: New York, NY
Compensation: \$30/hr

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Ballet Tech Foundation seeks a part-time Studio Manager to help maintain and facilitate the use of its dance studios. This is a part-time position reporting to the Director of People & Culture and the Building Manager. The schedule for this position is expected to be 20 hours per week (Monday-Thursday 5pm-8pm and Sat 10am-6pm), though some weeks will require a different schedule.

Essential Duties & Responsibilities:

- Liaise with external renters, drafting rental agreements and serving as the point of contact for scheduling and all needs pertaining to rentals
- Receive and coordinate studio usage requests from Ballet Tech staff
- Serve as the main point of contact for artists/companies during Ballet Tech's residency weeks
- Enter external renters and staff guests into Sign In App, our building's security check-in system
- Ensure Ballet Tech receives a liability waiver from each renter
- Help maintain cleanliness and order in the studios and their storage spaces
- Alert the building manager if the A/V equipment is damaged or no longer working properly
- Give A/V system tutorials to renters and staff, as needed
- Water the pianos in each studio biweekly
- Ensure offices and other spaces that are off-limits to external renters are secured
- Prepare the studios for the next day of programming after renters depart

Required Skills & Experience:

- Proficient computer skills, familiarity with Google Suite
- Excellent customer service skills
- Excellent written and verbal communication skills
- Comfort with using, demonstrating the use of, and troubleshooting for audio/video equipment

To Apply:

Please send your resume and a brief cover letter/email to jpalmer@ballettech.org. No phone calls, please.

Ballet Tech
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ballettech.org

For more information:
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