

Wednesday, February 14, 2018

Part-Time Administrative Assistant & Substitute Teacher @ NYC Dance Company in UWS/UES!

Company: NYC Competitive Dance Company
Location: New York, NY
Compensation: \$15/HR

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20-year competitive dance company is looking for a part-time administrative assistant with experience working with dance studio administrations. The right candidate will have experience teaching hip hop, dance teams, and/or musical theater in order to be our permanent substitute. We would need this person to be available AT LEAST two of the following days/times of the week:

Mondays: 12-4PM

Tuesdays 1-5PM

Wednesdays: 1-5PM

REQUIREMENTS/JOB DESCRIPTION:

- #1 - Responsible!
- Dance teaching background
- Availability above on a weekly and consistent basis
- Microsoft Office (Word, Outlook) & Mac Pages
- Ability to learn fast & multi-task
- Ability to properly manage their time in order to deliver tasks on time
- Administrative and/or personal assistant experience
- Competition entries
- Client and parent liaison
- Costume ordering
- Travel planning
- Keep up with Social Media accounts
- Promote our "Girl Power" motto!

A BIG PLUS:

- Basic understanding of Dance Studio-Pro software
- Available to Sub for our dance teachers when it comes up, usually between 3pm to 6pm during the weekdays
- Knowledge of Wordpress!!!!

Competitive compensation will be given to the right candidate! Only serious inquiries will be answered. Please respond to ssdcnycstars@gmail.com with your resumes and headshot for consideration! We will start with two or three days a week and work up from there! Opportunity for growth, looking for serious and long-term candidates!!

Compensation: \$15/HR with Room for Growth!

Recruiters, please don't contact.
Do NOT contact us with unsolicited services or offers.

NYC Competitive Dance Company
New York, NY

For more information:
Mari
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