

Monday, February 12, 2018

Studios Ops Admin Studio Manager (FT) - DF29

Company: Alvin Ailey Dance Foundation
Location: New York, NY

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Alvin Ailey Dance Foundation, Inc. is the umbrella organization that supports the activities of Alvin Ailey American Dance Theater (AAADT), Ailey II, The Ailey School, Ailey Arts in Education & Community Programs and Ailey Extension.

Alvin Ailey American Dance Theater, the world's most popular modern dance company, is seeking a full-time Studio Manager to work in the Studio Operations Department for our 2nd shift, 3pm–11pm, Monday - Friday. Duties will include ensuring rules and policies of The Ailey Studios are adhered to: schedule continuity and class/rehearsal timeliness, supplying classes and rentals with requested logistical materials (i.e. ballet barres, tables, chairs, etc.), and serve as on-site point person and assist as needed.

Responsibilities include:

- * Maintain studio and classroom integrity for: floors, Audio/Visual equipment, permanent ballet barres, chair and table inventory, class supplies including but not limited to; yoga supplies, Gyrokinesis stools, portable barres, movable wall partitions in studios and classrooms and studio A/V equipment
- * Maintain integrity for The Ailey Citigroup Theater logistics including but not limited to: soft goods, moving wall, seating unit, costume storage, and control booth
- * Collaborate with Studio Operations, Security, Building Maintenance, and all staff to create a safe and pleasant environment for students, patrons and guests of The Joan Weill Center for Dance
- * Attend organizations and preparation meetings when required
- * Obtain a working knowledge of facility equipment, including but not limited to theater seating unit, movable wall partitions, studio sound systems, audio/visual elements and theatrical elements
- * Assist in implementing internal event logistics: The Ailey School; Ailey Arts-In-Education; Development; Marketing; AAADT; Ailey II; The Ailey Extension; Administration
- * Uphold integrity of internal operational guidelines: fire and safety policies, rules and regulations of The Ailey Studios

Knowledge and essential skills:

- * Punctual with a positive attitude
- * Self-starter with strong ability to work/think autonomously
- * Ability to lead teams of student workers and/or over-hire staff in larger projects
- * Excellent organizational skills; both written and physical
- * Excellent communication and customer service skills
- * Multi-tasking, prioritizing issues, anticipating and troubleshooting concerns in advance
- * Ability to lift equipment weighing 50+ pounds

Computer Skills:

- * Knowledge of Microsoft Office
- * Working knowledge of MindBody is preferred but not required

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To apply for this position, please use the following URL:

https://ars2.equest.com/?response_id=d297e3423c4c628a6998266ea498561d

Alvin Ailey Dance Foundation
New York, NY

For more information:
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