

Tuesday, March 7, 2023

School of Dance Administrative Assistant (Part-Time)

Company: Ballet Hispánico

Location: New York, NY

Compensation: \$20-22/hour (commensurate with experience)

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School of Dance Administrative Assistant

Part-Time Position (Approximately 28 hours per week)

Currently Accepting Applications

For Immediate Hire

Position Description:

The School of Dance Administrative Assistant supports daily functions in the School of Dance office including checking-in students to the building, conducting daily walk-thrus of the space, administering incident/injury reports, collecting observation forms, and attending to student and faculty needs as they arise during daily function of classes.

A part-time position of approximately 28 hours per week, the Administrative Assistant reports directly to the Associate School Director and works directly in partnership with the School of Dance Registrar. The Administrative Assistant's schedule is based on a six-day work week schedule and requires weekday evening hours and Saturdays. At times, the Administrative Assistant is expected to support School of Dance performances and special events on Sundays. Please note that scheduling is always subject to change, however Ballet Hispánico will make best efforts to communicate schedules well in advance.

Duties & Responsibilities:

Daily Student & Faculty Support- The SoD Administrative Assistant attends to student and faculty needs as they arise during the daily function of classes. This includes but is not limited to:

Student Check-In/Out

Daily Walk Throughs of Building

Administering, collecting, and tracking of Incident/Injury Reports and Class Observation Forms

Monitoring of Faculty communication channel (via Zoom Chat)

Registrar Support- In tandem with the SoD Registrars, the SoD Administrative Assistant helps with overall communication to families regarding any student issues or concerns. This includes but is not limited to:

Fielding of Phone Calls

Responding to Voicemail & Email Inbox Messages

Attendance Tracking

Supports the tracking and recording of student attendance as well as the creation of attendance reports that are included in student evaluations. This includes but is not limited to cross checking Student Check-In/Out Sheets, Zoom Chat, and Mindbody records for accuracy.

Facilitate the scheduling of Parent/Guardian/Student Meetings with School Staff

Office Administration

Ensure the organization of School office space as well as stocking of office supplies.

Oversight of all Outlook calendar invites for all School events and meetings.

Support with Student/Family Communication and Engagement through various platforms including but not limited to:

Google Classroom- Ensure that all School families/students are invited, have access to, and join their assigned Google Classroom(s), as well as use the platform to share School and organizational announcements/reminders and any needed class materials.

Bulletin Boards- With guidance from the School Directors, the Assistant posts School news, reminders, and learning materials as well as engagement activities.

Dress Code

Supports with oversight of the School of Dance Dress Codes and Merchandise including ordering, sales reporting, and inventory. Works in partnership with Marketing to ensure appropriate ordering of inventory, planning, and dissemination.

School Events & Performances Production Support - Provide support for School Year Rehearsals, Events & Productions across programs including but not limited to communication/coordination of schedules and spaces, signage, ordering/organizing supplies and hospitality, and organizing quick changes

Qualifications:

Undergraduate Degree

Arts Administration Experience (minimum of 1 year)

Proficiency with Microsoft Office Word, Excel, Outlook; Google Suite, Zoom, MindBody

Customer Service Experience (minimum of 1 year)

Fluent Spanish speaker preferred (basic Spanish required)

NOTE: Applicants must be fully vaccinated for the COVID-19 virus in order to be eligible for this position.

Compensation & Benefits:

\$20-22/hour (commensurate with experience)

New York City Sick Leave

Transit and 403(b) participation available

Overtime Pay (when 40+ hours scheduled in a work week)

Schedule: The School of Dance Administrative Assistant will be scheduled an average of 28 hours per week. This position requires evenings and weekends as School classes take place Monday through Friday (afternoon through evening) as well as Saturday (morning through afternoon). Schedule will be determined by the Associate School Director and communicated with ample advanced notice.

Examples of Administrative Assistant Shift Hours

(This position will be scheduled an average of 28 hours per week out of the times listed below.)

Mondays between 12pm-8:30pm

Tuesdays-Fridays between 2:30pm-8:30pm

Saturdays between 8:30am-2:30pm

*Only applicants that have the availability to work the listed schedule should apply.

About Ballet Hispánico

Acclaimed as one of America's Cultural Treasures (Ford Foundation), Ballet Hispánico brings communities together to celebrate and explore Latino cultures through innovative dance performances, transformative dance training, and enduring community engagement experiences.

Founded in 1970 by National Medal of Arts recipient, Tina Ramírez, the organization emerged during the post-Civil Rights Movement on NYC's Upper West Side, providing a safe haven for primarily Black and Brown Latinx youth seeking artistic sanctuary during the plight of 1970s New York City. With the need for place, both culturally and artistically, families found their way to Ballet Hispánico. With a focus on dance in order to develop artists who work, the training, authenticity of voice, and power of representation, fueled the organization's roots and trajectory.

With a focus on dance, achievement, and public presence, the organization flourished through the three roots of its mission: its Company, School of Dance, and Community Arts Partnerships. Over the past five decades, by leading with Latinx culture at the forefront of performance, education, and advocacy, BH's mission is a catalyst of change and possibility for communities throughout our nation. As an organization progressing with the needs of its community, BH serves as a platform for historically omitted and overlooked artists providing capacity, voice, and affirmation.

Required Materials:

Cover Letter

Resume

Minimum of 3 References

To Apply:

Send all listed required materials via e-mail to school@ballethispanico.org with the subject heading of "School of Dance Administrative Assistant - Applicant's Name." E-mail submissions only. No phone calls. Upon receipt of your application, you will be notified regarding any next steps

Ballet Hispánico
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For more information:
Hiring Team
school@ballethispanico.org

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