

Front Desk Administrator Position

Available Shifts:

Applicants must be available and willing to take on all three shifts through September. The position continued into the school year, but schedule requests will be considered.

Monday 8:30-3:30pm

Wednesday 8:30-3:30pm

Friday 8:15-2:30pm

Description of Organization:

Since 1979, Ballet Academy East has been a vibrant center for dance on Manhattan's Upper East Side. Founder and Director Julia Dubno, opened the school in a brownstone on East 79th Street with one small studio. Today the studio, now located on Third Avenue, has six spacious studios, a world-renowned faculty, and continues to flourish.

Description of Responsibilities

Customer Relations:

Maintaining positive relations with parents and students

Answering phone calls and emails and assisting with school related questions. Making sure inquiries are directed to the correct person.

Administrative Duties:

Maintaining student attendance records, including recording absences and scheduling make-up classes

Monitoring all virtual classes for all divisions; including sending out links to classes

Helping adult students sign up for class, when needed

Covering other co-workers' schedules when necessary

Other job-related assignments as required

Facility Needs:

Monitoring and reporting maintenance needs

Setting up all TVs and monitors in each studio

Moving barres to the necessary studios

Opening and closing facility

Qualifications

Previous administrative experience.

Flexibility, positive attitude, and good work ethic

Excellent computer skills, including Microsoft Office Suite, MindBody, and Zoom

Strong written and verbal communication skills and attention to detail

Ability to work independently, and as a member of a team

Some background and/or interest in dance/performing arts a plus

Compensation:

\$17 per hour for the first 6 months, \$18 for the second 6 months, \$19 at year mark. Free open adult classes and studio space, if available.

How to Apply:

Please submit your cover letter and resume to Katie@baenyc.com.