



JOB TITLE: Front Desk Administrator

REPORTS TO: Studio Manager

POSITION: Part Time – Morning, evening, and weekend coverage needed.

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 five spacious studios, a world-renowned faculty, and continues to flourish.

Alumni of Ballet Academy East are currently performing in companies across the country, including New York City Ballet, American Ballet Theatre, BalletMet, Oregon Ballet Theatre, Ballet Memphis, Alabama Ballet, Kansas City Ballet and Los Angeles Ballet.

Description of Responsibilities

Customer Relations

- Maintaining positive relations with parents and students
- Adding parent contact information to mailing lists for all inquiries
- Checking in students and confirming their HealthCheck has been completed
- Answering phone calls and assisting with all school related questions

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
- Assisting the administrative staff with registration projects
- Returning phone calls as requested
- Administering morning and evening adult classes and processing related money
- Assisting in all student performances
- 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:

- Flexibility, positive attitude, and good work ethic
- Ability to adhere to and maintain COVID-19 protocols
- 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

Benefits:

Hourly wage. Benefits include free adult dance classes, reduced tuition for your child/children (if applicable), and tickets to student performances.

To apply:

Send cover letter and resume to: katie@baenyc.com – please include the name of the position for which you are applying in the subject line of the email.