



Job Posting: January 13, 2025

School of Dance Administrative Assistant
Part-Time Position

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, tracking attendance, administering incident/injury reports, collecting observation forms, supporting events, and attending to student and faculty needs as they arise during daily function of classes.

A part-time position of up to 28 hours per week, the Administrative Assistant reports directly to the Associate School Director who manages this position's schedule and work projects. The School of Dance operates six days per week. The Administrative Assistant will be scheduled five of the six-day work week with a mandatory Saturday commitment. Monday to Friday schedules require afternoon/evening hours and Saturday morning/afternoon hours. The Administrative Assistant is expected to support School of Dance performances and special events which occur on some Sundays. Sunday events are planned months in advance. Please note that scheduling is always subject to change, however Ballet Hispanico will make best efforts to communicate schedules well in advance.

Duties & Responsibilities:

Daily School of Dance Support- The SoD Administrative Assistant attends to student, faculty, and SoD staff needs as they arise during the workday. This includes but is not limited to:

- Tracking and collecting basic student information that is used for various School functions and reporting.
- Attendance Tracking- Administrative Assistants work as a team to oversee all attendance tracking and reporting. This includes daily tracking, recording, and communication to families regarding student attendance. The Administrative Assistants manage the creation of attendance reports that are included in student evaluations which includes but is not limited to cross checking Student Check-In/Out Sheets, teacher reports, and our registration platform for accuracy.
- Administering, collecting, and tracking of Incident/Injury Reports and Class Observation Forms
- Leads Daily School Activity in the Building
 - Student Check-In/Out
 - Daily Walk Throughs of Building
 - 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 school activities as well as any student issues or concerns. This includes but is not limited to:

- Fielding of Phone Calls
- Responding to Voicemail & Email Inbox Messages
- Scheduling of Parent/Guardian/Student Meetings with School Staff

- 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 materials including but not limited to evaluation information, class materials, etc.

School Events & Performances Production Support - Provide support for School Year Rehearsals, Events & Productions across programs including but not limited to:

- Event support onsite
- Communication/coordination of schedules and spaces
- Creating signage
- Ordering/organizing supplies and hospitality

Additional Ongoing Support-

- Oversight of all Outlook calendar invites for all School events and meetings
- Dress Code & Merchandise- Supports with oversight of the School of Dance Dress Codes and Merchandise including ordering, sales, reporting, inventory, planning, and dissemination.
- Bulletin Boards- With guidance from the Associate School Director, the Assistant posts School news, reminders, and learning materials as well as engagement activities.
- Ensure the organization of School office space as well as stocking of office supplies
- Support of School of Dance Staff seasonal projects as needed

Qualifications:

- Undergraduate Degree
- Proficiency with Microsoft Office Word, Excel, Outlook, Google Suite, Zoom preferred
- Arts Administration and Customer Service Experience (minimum of 1 year)
- Fluent Spanish speaker preferred (basic Spanish required)

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.

Example 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 12:30 PM - 5:30 PM
- Tuesdays - Fridays between 2:30 PM - 8:30 PM
- Saturdays between 9:15 AM - 5:15 PM

*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 2 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.***