



Job Posting: October 2024

**School of Dance
Temporary Position: Administrative Associate
Up to 40 Hours Per Week**

Currently accepting applications for immediate hire.

Position Description:

This temporary position of **School of Dance Administrative Associate** will report directly to the School Director. This role will be responsible for creating sales/enrollment reports, upkeeping student accounts, supporting payroll, creating and distributing employment letters of agreement, scheduling of meetings, tracking the school expense report, supporting staff scheduling, and general support of daily school functions as needed.

Duties & Responsibilities:

- Ensure Monthly Expense Reports are completed and submitted in a timely manner
- Partner with Program Advisors for Letters of Agreement, Payroll & Check Requests for Faculty and Guests
- Responsible for Submission of SoD Payroll to Finance Department
- Support of Finance Department with Audit Report Requests
- Scholarships, Accounts Receivable, and Refunds Reporting

Essential Skills & Qualities:

- Financial Recordkeeping experience and Accounting Degree preferable
- Excellent verbal and written skills in both Spanish and English preferable
- Experience with Microsoft Office Suite, Google Drive (Google Docs, Sheets, and Forms), and ADP Workforce is desired
- Experience with Mindbody or school registration software preferable
- Strong interpersonal skills with experience in customer service
- Dance background is a plus

Office Administration:

- Support customers in person, via email, and phone as needed
- Daily function of School support (ie Student Check In for all School Programs & Events as needed)

Schedule:

Student classes take place Monday through Saturday early morning through evening, and performance dates often include weekends and evenings. As such, some weekends and evenings will be mandatory. The typical schedule will be Monday to Friday, 11am-7pm. Schedule is negotiable.

Compensation & Benefits:

- \$22-\$26/hour commensurate with experience

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 describing your interest in this position
- Resume
- Minimum of 2 references

To Apply:

Send all listed required materials via e-mail to Michelle Manzanales, mmanzanales@ballethispanico.org with the subject heading of "School of Dance Administrative Associate- *Applicant's Name.*"

E-mail submissions only. No phone calls. Upon receipt of your application, you will be notified regarding any next steps.