



Part-Time Studio Administrator

A Step Above Dance Academy seeks a part-time Studio Administrator to assist the Management Team in the day-to-day office and customer service duties in our busy dance school located in Batavia. Position would require Monday, Thursday afternoon/evening hours and Saturday morning/afternoon hours. Working closely with and reporting to the Director of Marketing, the Studio Administrator's responsibilities include but are not limited to:

- Serving as the first point of contact for all visitors and inquiries. Handling requests for information and maintaining a friendly, welcoming environment;
- Becoming knowledgeable of our offered programs and promoting the appropriate classes to potential students;
- Connecting with and assisting students, parents and teachers;
- Receiving and directing all incoming correspondence including in-person, phone, email and mail;
- Registering students for classes and handling tuition payments and billing;
- Assisting with all aspects of seasonal performances and concerts;
- Managing a small retail boutique and fitting students for dance attire/shoes and costumes;
- Contributing to team effort by completing tasks as needed;
- The Studio Administrator reports to the Director of Marketing and provides support to the teaching faculty as needed. He/she would also support the CEO/Artistic Director as needed.

Qualifications

- The ideal candidate will be a self-starter and able to work well both independently and as part of a team.
- She/he will possess excellent customer service skills and should enjoy working with students and parents in an educational environment.
- Experience in inside sales/customer service and marketing preferred.
- Must be able to manage multiple priorities while maintaining a positive attitude and a professional, calm demeanor and work comfortably in a fast paced, open-office environment.
- Excellent written and verbal communication skills, impeccable attention to detail, strong organizational and time-management abilities, excellent computer skills and basic accounting skills.
- Ability to work evenings and weekends.
- Experience working in school or camp program, and knowledge of dance is a plus.
- Proficiency with Word, Google Docs and Excel.