

# BATTERY DANCE

380 BROADWAY 5<sup>TH</sup> FLOOR NEW YORK, NY 10013-3518 212.219.3910



## STUDIO COORDINATOR & ADMINISTRATIVE ASSISTANT

### Position Summary:

Battery Dance seeks a Studio Coordinator & Administrative Assistant to join its talented team. Responsibilities include the management of Battery Dance's Studio Share program, assistance in development tasks as well as coordination of the Company's meeting schedule. In addition, the Studio Coordinator & Development Assistant will assist other program staff in working on a suite of domestic and international programs.

**Title:** Studio Coordinator & Administrative Assistant

**Status:** Full Time Position

**Location:** New York, NY (On-Site)

**Reports to:** Vice President & COO

### Responsibilities:

- \* Manage the day-to-day operations of Battery Dance's two studios that serve the dance community with low-cost space for rehearsal and classes
- \* Analyze financial performance of the studios and reconcile cash receipts
- \* Supervise the maintenance of the office and studios
- \* Communicate with vendors and repair contractors when needed
- \* Draft grant applications for space renovations
- \* Maintain organization's donor, corporate, foundation and government VIP's database
- \* Manage and implement mass mailings for campaigns and events
- \* Oversee donor mailings and acknowledgments
- \* Assist in coordination of cultivation and fundraising events
- \* Design, draft and distribute monthly newsletters
- \* Coordinate Company rehearsal schedules and assist with Company communications
- \* Support office administration (supply orders, administrative assistance for programs, etc.)

### Skills:

- \* Ability to multi-task and prioritize in a fast-paced environment
- \* Detail-oriented and excellent organizational skills
- \* Self-motivated and confident in communication skills
- \* Strong writing ability
- \* Team player
- \* Strong customer relations skills
- \* Proficiency in Microsoft Office
- \* Experience with database management
- \* Experience with Sales Force preferred not required

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## **Education and Experience:**

- \* Bachelor's Degree
- \* Customer Service experience
- \* Experience with database management

**Salary & Benefits:** \$40,000 annually, health insurance, paid vacation

**To Apply:** If you are interested in joining our talented team and working in a friendly and dynamic environment, please submit a **cover letter** and **resume** to [studio@batterydance.org](mailto:studio@batterydance.org) with subject line "**Studio Coordinator**".

*Due to the volume of responses to the advertisement for the position, we are unable to respond personally to each applicant. After we have completed our review of the applications submitted, we will contact those candidates who have been selected for interviews.*

**Battery Dance is an equal opportunity employer. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.**