

WESTCHESTER BALLET COMPANY *Est. 1950*

STUDIO MANAGER

Westchester Ballet Company | Ossining, New York

Position Type	Part-Time Employee
Compensation	\$17.00 per hour
Hours	Up to 28 hours per week
Schedule	Weekday afternoons/evenings and weekends

About Westchester Ballet Company

Westchester Ballet Company is a nonprofit youth ballet organization dedicated to inspiring excellence in ballet while making dance accessible to young people throughout the community. Our programs include tuition-based ballet training, performance opportunities, and no-cost community dance programs for children and teens.

Position Summary

The Studio Manager serves as an important on-site presence during classes and rehearsals. This individual is responsible for opening and closing the studio, welcoming and checking in dancers, assisting families, maintaining an orderly and professional environment, and supporting administrative and program needs.

The ideal candidate is friendly, dependable, comfortable interacting with children and families, and able to work independently while responding appropriately to the needs of a busy youth dance environment.

Primary Responsibilities

- Open the studio and prepare the facility for classes and rehearsals.
- Close and secure the studio at the end of scheduled programming.
- Greet dancers, parents, faculty, and visitors in a friendly and professional manner.
- Check dancers in for classes, rehearsals, and other programs and maintain accurate attendance records.
- Respond to routine questions from parents and caregivers regarding schedules, classes, registration, policies, and studio procedures, and refer more complex questions to appropriate staff.
- Help ensure that dancers are safely connected with their parents or caregivers at dismissal, as appropriate.
- Maintain a welcoming, orderly, and professional studio environment.
- Keep common areas, waiting areas, studios, and administrative spaces clean, neat, and organized throughout the day.
- Monitor the studio environment and communicate facility, safety, or maintenance concerns to management.
- Assist with the organization of studio materials, supplies, forms, and program information.

- Collect attendance, participation, survey, or other program data as needed.
- Assist with data entry and basic administrative tasks as requested.
- Support special programs, rehearsals, auditions, workshops, performances, and other Westchester Ballet Company activities as needed.
- Communicate promptly with management regarding questions, incidents, scheduling issues, or other matters requiring attention.
- Perform other reasonable studio and administrative duties as assigned.

Schedule

This position requires regular availability during afternoon, evening, and weekend programming.

Weekdays: Generally beginning between 2:45 and 4:00 p.m. and ending between 6:00 and 7:00 p.m.

Weekends: Generally beginning between 8:00 and 9:00 a.m. and ending between 6:00 and 7:00 p.m.

Specific hours will vary according to the class and rehearsal schedule. The position will be scheduled for up to 28 hours per week.

Qualifications

- Dependable, punctual, and responsible.
- Friendly and professional demeanor.
- Strong interpersonal and customer-service skills.
- Comfortable communicating with children, teens, parents, faculty, and visitors.
- Strong organizational skills and attention to detail.
- Ability to manage multiple responsibilities in an active studio environment.
- Ability to work independently and exercise good judgment.
- Basic computer and data-entry skills.
- Willingness and ability to work afternoons, evenings, and weekends.
- Previous experience in customer service, arts administration, education, youth programming, recreation, or a similar environment is helpful but not required.
- Familiarity with dance or performing arts organizations is a plus.
- Spanish-English bilingual ability is a plus.

Compensation

This is a part-time employee position paying \$17.00 per hour, for up to 28 hours per week.

How to Apply

Interested candidates should send a resume to info@westchesterballet.org.

Westchester Ballet Company is committed to creating a welcoming environment for dancers and families and encourages applicants who enjoy working with young people and contributing to a community-centered arts organization.