



TITLE: Administrative Assistant (PT)

HOURS: Estimated 15 hours/week

PAY RATE: \$15 - \$20/hour based on experience

REPORTS TO: Director of Dance

STATUS: Nonexempt

MAJOR RESPONSIBILITY: Provides administrative support for the dance department, assisting with daily operations, communications, event coordination, program materials, and reporting.

ESSENTIAL FUNCTIONS:

1. Provides administrative support for dance operations.
 - Tracks and reports on registrations by program, providing the director with class lists and timely notification for trending programs.
 - Processes registrations as they are received, working with the instructors and directors to ensure students are placed in the correct classes.
 - Prepares monthly report on programs, assists as needed with revenue deferrals.
 - Answers calls and emails according to department standards, providing the director with accurate details for any needed follow up.
 - Maintains calendars with substitutes, holidays, and class changes.

2. Provides support for internal and external communications.
 - Works with the director of outreach and marketing to provide timely updates & details needed for social media, web updates, and program guide for program changes, price changes, and new program introductions.
 - Acts as one point of contact for current and prospective students and families, providing forms, class details, and other requested information.
 - Ensures that teachers receive all SPCC communications, and that dance program information is shared with SPCC staff.
 - Attends a monthly instructor's meeting and prepares minutes to share with the team.

3. Provides logistical support for dance events, both onsite and offsite.
 - Works with the director and instructors to ensure recital site preparation is on time and on budget. Provides support for site coordination with related parties.
 - Works with external vendors to support recital needs, including but not limited to ordering products for retail, flower sales, videotaping, programs, and other recital needs as determined by the director.
 - Provides support for costume orders, maintaining student records for order, payment, and receipt of costumes for recital events.
 - Works with families to collect biographies and photographs for senior students to include in recital programs. Works with director of dance and director of outreach and marketing to coordinate recital program copy.
 - Provides support for onsite dance department events, ensuring rooms are booked, materials ordered, and arranging for set-up as required for the needs of the event.

4. Other duties as assigned.
 - Serves as an effective representative of the center throughout the community, able to articulate the center's mission and goals for a wide range of audiences.

KNOWLEDGE: Must have basic Microsoft Office skills; excellent oral, written, and interpersonal communication skills; social media and marketing skills are a plus.

PROBLEM SOLVING: Able to work independently, with good attention to detail; able to prioritize and organize work.

ACCOUNTABILITY: Must be willing to learn and work as a part of a team; basic understanding or interest in dance is a plus.