

Administrative/Office Staff Positions at the Dance Workshop

We are looking for one to two part-time office staff. This is dependent on the number of hours they would like to work.

This is an excellent job for someone who wants 5 – 10 hours per week and some flexibility with scheduling. (While staff do have assigned shifts, they may change a bit as life circumstances may alter. For example, a university student may need to switch shifts at the end of a quarter.)

This would include high school or college students looking to get job experience or some extra spending money, or an adult who is looking to get back into the work force or has skills that they would like to share. It is also a great job for someone who enjoys interactions with people and being part of a team that, together, help to create multiple positive experiences for our community.

As of January 16, we are looking for one or two potential staff members who are available weekday afternoons. It is also helpful if staff have the flexibility to cover shifts that occur in the evening or on Saturdays.

Most of our hours occur during scheduled dance classes and studio rental times and also change a bit with the season so, for example, more office hours are available whenever we run day camps.

Skills needed include:

Focused and attentive to detail

Clear speaking voice and ability to communicate

Clear and legible handwriting

Basic computer skills and comfortable with technology, i.e. Zoom, iPad, etc.

Good basic math skills as staff need to be able to accurately calculate student payments.

People skills and ability to work well with others

Responsible with a strong work ethic

Additional skills that are helpful include:

Bilingual

Previous experience with or knowledgeable of dance and theatre

Pay rate:

Starts at \$15.50 / hour.

Raises dependent on demonstrated ability of consistently good performance and studio income.

Interested in applying?

Please send an email to office@trokanski.com with your resume.

Please put Applying for Office Position in the subject line of your email.