

## **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 who 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 help to create multiple positive experiences for our community.

Office hours are currently Monday, Wednesday, and Thursday mornings from 8:30 am – 12:30 pm and Monday 3:00 – 8:30pm, Tuesdays 1:30 – 8:00 pm, Wednesdays 3:00 – 8:30 pm, Thursdays 3:00 – 8:15 pm. Saturdays 8:30 – 1:15 pm. We also have additional staffing needs on occasional Friday afternoons and Sunday afternoons.

We are currently 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.

### Skills needed include:

Focused and attentive to detail

Clear speaking voice and ability to communicate

Good, legible, handwriting

Computer skills

Good Math skills as staff need to be able to accurately figure out student payments.

People skills and ability to work well with others

Good time management skills

Responsible with a strong work ethic

### Additional skills that are helpful include:

Bilingual

Previous experience with or knowledgeable of dance and theatre

Comfortable with technology, i.e. Zoom, iPad, etc.

### 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](mailto:Office@trokanski.com) with your resume. Please put “Applying for Office Position” in the subject line of your email.