



May 30, 2018

Job Posting: Administrator

Hours: 20+ a week

Starting Pay: \$15 per hour

Send resume to: Amy Byington, SpectorDance School Director at sdparentinfo08@yahoo.com

SpectorDance is a school, a professional dance company, and a venue. We host visiting guest artists from all over the state and nation who come to our studio to teach, choreograph and perform (Choreographers Showcase and The Sadie Rose Residency Program). We offer free weekly classes in underserved parts of our communities (SpectorDance On-Site) as well as classes at our studio. For a complete description of our organization see www.spectordance.org

We are seeking an Administrator who is good with people, and has organizational, writing and computer skills. We are seeking a person who will enjoy being an integral part of our small, dynamic and growing organization. We seek a person who will make a two-year commitment. This job has potential to grow.

Job duties include:

- Monday - Friday 1:30 - 6:30 (basic schedule)
- Front desk duties include greeting student and parents, answering phones, returning calls, registering students, track student attendance and payments
- Maintaining records and contracts for students, professional company dancers, and guest artists (all customers)
- Manage fundraising software including data entry (Exceed Beyond)
- Website maintenance (Weebly)
- Social media (Facebook, YouTube, Instagram)
- Graphics - flyers and programs
- Marketing - electronic newsletter (Constant Contact), press releases, free listings in press
- Fundraising support—thank you letters, acquiring items for auctions, grant management
- Other duties as assigned to support Professional Company, Choreographers Showcase, SpectorDance On-Site, and space rental

Job skills and qualifications:

- High School Diploma or higher
- Computer skills (Microsoft Office, Excel, Word, Publisher, PowerPoint, Social Media, Weebly, Constant Contact)
- Excellent communication and writing skills
- Previous administrative experience a plus
- Interest marketing, fundraising and business
- Passion for dance and the arts