

Creating Unstoppable Young Women Since 2010



**DISTRICT
DANCE**

District Dance Company Studio Intern

What makes District Dance different? Our team! Our team is the backbone of our studio. By working as a team to promote the confidence and independence of young women throughout our community, we lead the next generation of leaders! That's a big task, but we are up for the challenge.

Our mission is to empower girls and young woman to become leaders so that, in any endeavor, they are UNSTOPPABLE.

Through our comprehensive dance education program, we strive to encourage, empower and create positive, confident leaders of the next generation.

Outcomes and How Success will be Measured:

This internship position offers an opportunity to develop interpersonal and organizational skills which will set you apart from your peers in whatever you choose to do. Your success is measured by the excellent customer service you provide to our students, families, and team members.

Our Ideal Studio Intern Candidate:

- ✓ Is currently enrolled in high school or college/university
- ✓ Has exemplary interpersonal and communication skills and can set clear expectations and give/receive feedback clearly and effectively
- ✓ Demonstrates strong organizational skills
- ✓ Exhibits excellent attention to detail and the ability to multi-task
- ✓ Demonstrates proficiency in MS Office and Windows applications
- ✓ Provides outstanding parent and dancer experiences
- ✓ Can solve problems and move forward without having all the answers
- ✓ Demonstrates an enthusiastic and approachable personality with the ability to interact with children and adults
- ✓ Is excited to work a non-traditional schedule
- ✓ Has dance experience (not required but is a plus)
- ✓ Is passionate about children and dance
- ✓ Is a connector and communicator – willing to strike up conversation with anyone and everyone
- ✓ Is tech and social media savvy, both personally and professionally

We promote these values for our students, teachers and studio family...

Connection • Commitment • Character • Celebration

Connection

District Dance Co is all about bringing together our students, and linking them up with the individualized support they need to feel connected to one another, their bodies, and their dance practice. The more connected students feel, the more joy they get from dancing.

Commitment

We are not only committed to our students, we teach our students to be committed to their dance classes. Commitment is a life-long skill that we promote and foster from day one.

Character

It takes a village! In every interaction with our students, we support our parents in their effort to raise children with strong character. Through praise, positive interactions, and setting a consistent example, our team isn't just creating beautiful dancers, they are aiding in the creation of beautiful people.

Celebration

Dance is a celebration of the creativity we inherently have inside us all. We spend our season working our bodies and minds hard, and it's our goal to celebrate our students' achievements every moment we can -- especially after our two amazing dance performances! From confetti cannons and balloons to personalized gifts for each performer, our goal is to make every child and parent feel like a VIP! Come celebrate with us!

Benefits of Being a Part of the District Dance Team

The Environment

We pride ourselves on having an open, family-friendly, incredibly fun atmosphere. After all, we have the greatest jobs in the world!

The Mission

Nothing gives us greater joy than supporting girls and young women. Knowing we are making a difference in their lives every day brings us so much joy!

Income Potential

Our team members are rewarded for their hard work through competitive compensation, a 401(k) plan, and multiple bonus opportunities. In addition, DDC team members have the opportunity to add to their income by hosting birthday parties, playdates, and demo classes.

Focus on What You Love

As a part of our administrative team, you will handle all the behind the curtain details to make sure our dancers thrive in their love for dance!

Professional Development

We hold monthly meetings so we can learn from each other and grow as an unstoppable team!

A Studio with a Plan

We schedule all holiday breaks, recitals, special events, and performances in advance making it easy for you to make plans in and out of the studio.

A Program with Purpose

Through expert guidance, our team works together to ensure clear, progress focused and age appropriate dance classes for every child.

Roles and Responsibilities of our Studio Administrator

Client Experience

- ✓ Provide high-level customer service and exceptional hospitality to DDC clients to proactively address, handle and rectify all client and team questions and concerns
- ✓ Exemplify and maintain DDC's distinct culture and community
- ✓ Greet parents and students warmly and professionally to create a fun and lively atmosphere
- ✓ Assist in executing studio events to create magical extra-curricular experiences for young children
- ✓ Assist with birthday parties and other events
- ✓ Answer the phone and answer questions for parents and potential clientele
- ✓ Create a magical experience for trial class students and families starting from the first time they sign up through their registration

Team Experience

- ✓ Receive, deliver and act on feedback in an open and friendly manner

Operational Experience

- ✓ Ensure compliance with company policies and procedures
- ✓ Collect payments for tuition and fees, and accurately record them in our systems to make sure family accounts are up-to-date
- ✓ Open and close the studio, preparing our workspace for daily magic
- ✓ Oversee custodial work and ensure studio space and waiting areas maintain a clean and orderly appearance in keeping with a great studio experience
- ✓ Update birthday and information bulletin board
- ✓ Decorate studio for holidays and special events
- ✓ Check voicemail daily and help admin respond accordingly

Position Details

Part time – Approximately 4-10 hours per week (with the potential to expand)

Flexible according to class schedule. Hours must be scheduled and agreed upon by both parties in advance.

Rate is \$13.00 per hour.

This position reports to the Studio Manager.

If this feels like a great opportunity for you to learn and grow, please [click this link](#) and fill out our online application.