

Creating Unstoppable Young Women Since 2010



**DISTRICT
DANCE**

District Dance Company Receptionist

What makes District Dance different? Our staff! Our staff 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.

Your Role:

As our dedicated receptionist, you'll first and foremost create and deliver happiness to our studio families. You're a people-person who knows how to listen, and you can easily turn a tough situation into a positive experience.

You'll use your organizational talents and outgoing personality to welcome our dancers to class, guarantee safety measures are followed, and help in running a smooth check-in process. For many, you'll be the first and only point of contact as they drop-off their dancers and leave them in our trusted hands. As such, you'll be wearing several hats throughout the day/evening while maintaining poise and confidence.

You will create a warm and inviting studio environment all while bringing your skills and talents to a company that is passionate about empowering children through an awesome dance education.

Our Ideal Receptionist Candidate:

- ✓ Is working towards or has an Associate's or Bachelor's degree
- ✓ Smiles often, is outgoing, and has a personality that shines!
- ✓ Has a can-do attitude and is willing to work hard to solve a challenge
- ✓ Has communication skills that shine in both text and conversation
- ✓ Can be trusted to reliably show up on time
- ✓ Demonstrates strong organizational skills
- ✓ Exhibits excellent attention to detail and the ability to multi-task
- ✓ Has the technical know-how to operate multiple computer software programs
- ✓ Desires to provide outstanding parent and dancer experiences
- ✓ Can solve problems and move forward without having all the answers
- ✓ Naturally interacts and works well with kids
- ✓ Is excited to work a non-traditional schedule including evenings and Saturdays
- ✓ Is passionate about children and the arts
- ✓ Is a connector and communicator – willing to strike up conversation with anyone and everyone

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 staff members are rewarded for their hard work through competitive compensation, a 401(k) plan, and multiple bonus opportunities. In addition, DDC staff has 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.

Role and Responsibilities of our Studio Receptionist

- ✓ Smoothly check dancers in and out of the lobby ensuring all safety measures are followed
- ✓ Manage day-to-day operations of the studio – including phone calls, e-mails, and direct communication with families
- ✓ Update mailing and e-mail lists
- ✓ Process client registrations and keep family records updated
- ✓ Bill and collect tuition and balances due
- ✓ Attend and prepare for all faculty meetings
- ✓ Order costumes and supplies
- ✓ Provide high-level customer service and exceptional hospitality to DDC clients to proactively address, handle and rectify all client and team questions and concerns
- ✓ Maintain DDC's distinct culture and community
- ✓ Receive, deliver and act on feedback
- ✓ Ensure compliance with company policies and procedures
- ✓ Plan, coordinate and execute studio events
- ✓ Utilize point-of-sale technology for scheduling classes, sales, and analyzing results of overall studio performance
- ✓ Hold students and parents accountable to all rules and regulations
- ✓ Greet parents and students warmly and professionally
- ✓ Data Entry: Enter all cash, check and credit card transactions
- ✓ Manage vendor files, invoices, information
- ✓ Open and close the studio
- ✓ Keep studio signage and other marketing materials up to date and displayed in the studio
- ✓ Oversee custodial work and assure studio space and waiting areas maintain a clean and orderly appearance

Position Details

Part time – Approximately 30 hours per week (with the potential to expand)

Monday – Thursday 3:00 pm – 9:00 pm

Saturday 8:00 am – 1:00 pm

Rate is \$15-\$20 per hour (TBD based on your experience and education)

If this feels like an opportunity that would make your career dreams come true, please complete the required application below.

Please [click this link](#) and fill out our online application.