



Garden State Dance Arts

530 High Mountain Road North Haledon, NJ 07508

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GardenStateDanceArts.com

Job Title:

Office Staff Member

Location:

Garden State Dance Arts, 530 High Mountain Road, North Haledon, NJ

Overview of the Role:

Garden State Dance Arts is looking for a highly organized and friendly individual to join our office team. This role is responsible for front desk reception, customer service, administrative support, and assisting with day-to-day studio operations. The ideal candidate is professional, detail-oriented, and enjoys working in a family-friendly environment.

Responsibilities and Duties:

- Greet students and families with a warm, welcoming attitude.
 - Answer phone calls and emails, providing accurate information about classes, schedules, and studio policies.
 - Assist with student registrations, tuition payments, and class enrollments.
 - Maintain and update student records and attendance logs.
 - Organize studio files, paperwork, and other administrative materials.
 - Assist with costume distribution, recital planning, and other studio events.
 - Monitor the studio environment to ensure a safe and organized space.
 - Support instructors and management with administrative tasks as needed.
 - Enforce studio policies in a professional and courteous manner.
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Qualifications and Experience:

- Strong organizational skills and attention to detail.
- Excellent verbal and written communication skills.
- Ability to multitask and handle busy studio hours efficiently.
- Prior experience in customer service or administrative roles preferred.
- Proficiency in Microsoft Office (Word, Excel) and ability to learn studio management software.
- Experience in a dance studio or arts organization is a plus but not required.
- Being bilingual is a plus but not required.
- CPR/First Aid certification is a plus but not required (may be required in the future).
- Must be reliable, punctual, and comfortable working in a fast-paced environment.
- Must pass a background check.

Schedule and Availability:

- **Weekday Afternoon & Evenings &/or Saturdays:** Availability during class hours is required.
 - Flexibility for additional hours during recital season and special events.
 - Must be available for a minimum of two shifts per week.
 - **This opportunity is primarily for fall, winter, and spring, with potential for summer hours.**
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Compensation and Benefits:

- Competitive hourly rate based on experience.
 - Discounts on studio classes for staff and their children.
 - Opportunity for advancement within the studio.
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Studio Culture and Values:

At Garden State Dance Arts, we create a welcoming and inclusive environment where families and students feel supported. We are looking for team members who embody our mission of building strong bodies and strong minds through the arts while providing excellent customer service to our dance community.

Application Instructions:

1. **Application:** Submit an online application with your resume and availability.
 2. **Interview:** Selected candidates will be invited for an in-person interview.
 3. **Skill Assessment:** Depending on the role, a skill assessment or demonstration may be required.
 4. **Background Check:** All final candidates must pass a background check.
 5. **Job Offer:** Successful candidates will receive a job offer and training schedule.
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Equal Opportunity Statement:

Garden State Dance Arts is an equal opportunity employer and welcomes applicants from diverse backgrounds. We value inclusivity and encourage individuals with a passion for the arts and customer service to apply