

Office Clerk (Part Time)

Highland Park Dance Company - Dallas, TX

HIGHLAND PARK
dance company

At Highland Park Dance Company, we offer a wide range of instruction in many foundational styles (Ballet, Jazz, Contemporary, etc.) to train well-rounded dancers, and we develop and equip students to serve on precision drill teams at the recreational and competitive level.

Highland Park Dance Company uses Christian values as the basis for our curriculum and instruction. We choose to glorify God in all aspects of our dance training and to show God's love to each student. It is our commitment as teachers and role models to set a positive example in action and in speech.

Job Description

Responsibilities

- Opens up and prepares the studio on class days
- Supervises the front desk and common areas
- Serves students, parents, and staff members by answering questions and aiding in tasks
- Maintains oversight of office and studio equipment including service, contracting, and troubleshooting
- Fields phone calls, addresses issues or redirects as appropriate, and distributes messages in a timely and appropriate manner
- Manages studio space reservations for private lessons and outside events
- Maintains updated staff calendar to include upcoming events and deadlines
- Facilitates sales transactions, makes change, and responsibly stewards collections
- Accepts all deliveries at the studio and schedules appointments for pick-ups if any deliveries are missed
- Captures photos and videos for social media engagement
- Assists with overflow, special projects, and back-up coverage
- Closes down the studio at the end of class days

Qualifications

- Requires excellent customer service and communication skills, both verbal and written
- Ability to display a consistent, professional degree of communication
- Team player with a positive attitude
- Ability to answer questions and clarify confusion
- Strong working knowledge of Google apps such as Gmail, Google Drive, Google Docs, Google Sheets, and Google Contacts
- Ability to learn proprietary system quickly
- Thorough understanding regarding day-to-day management of Highland Park Dance Company policies, procedures, and schedules
- Demonstrates dependability and sense of urgency about serving the needs of students, parents, and staff
- Servant leader who proactively seeks ways to help
- High attention to detail
- Demonstrates integrity, dignity, and sound speech that is above reproach
- Comfortable working with grade school students of all ages
- Ability to maintain high standards despite pressing deadlines or stressful circumstances

Prospective applicants, please contact caseycsinclair@gmail.com, and be sure to include your resume.