

PRESTIGE

DANCE ACADEMY™

Prestige Dance Academy is now hiring an Administration position to help support our Operations Manager at our Prestige Dance Academy ITC location. Prestige prides itself in having a foundation based on strong values and is searching for a team member that shares those values. If you are a problem solver, organized, strategic, and able to prioritize tasks this could be the role for you!

We are looking to add to our highly skilled and innovative faculty, through this position you would be responsible for:

- Assisting the Operations Manager with daily & weekly tasks
- Calendar management
- Client Care via email & phone
- Reporting & Data Entry
- 30-40 Hours per week
- Google suite proficient
- Quick Learner and ready to be a part of a team
- Knowledge of Band, Studio Director Platforms is beneficial

This studio's exponential growth comes from its focus on technical excellence and collaboration in both its recreational and intensive programs. Don't miss your chance to join our amazing team; send your resumé to info@prestigedance.com today!