



# Village Dance Studio

**Position:** Administrative Assistant

**Reports to:** Traci Broman (Owner/Director)

**Part-time:** 10-15 hours/week (up to 20 during peak months)

**Work flexibility:** 90% Virtual/flexible; 10% in person

Village Dance Studio, a family owned business in the Zionsville/Whitestown area for over 45 years, is seeking an enthusiastic, well-organized, and motivated person for our part time administrative assistant position. This person will work directly with the director of the studio. The admin assistant will work the majority of the time on their own schedule, while meeting weekly deadlines, and occasional in-person meetings or providing on-site event support during peak seasons.

## Skills/Qualifications:

- High School diploma or GED (college degree & some dance background preferred, but not required)
- Proficient in Microsoft office products: excel, outlook, word, publisher
- Proficient in google workspace applications: slides, sheets, docs, calendar
- Experience managing social media platforms
- Ability to multi-task and pay attention to details
- Strong verbal and writing skills are a must

## Duties

- Provide overall business support to the director and faculty of Village Dance Studio
- Manage online registration enrollment, confirmation emails, student withdrawals, and class attendance reports using our dance software (training provided)
- Assist with tuition billing and following up with unpaid accounts, new enrollments, etc.
- On-site support & preparation for seasonal events such as Open House, Nutcracker, Holiday party week, Recital, etc.
- Oversees faculty sub schedule and assist with private lesson scheduling
- Assist with social media management and marketing
- Assist with preparation for end of year show & costume ordering
- Other duties as assigned

## Benefits

- Flexible schedule and 90% “work from home”
- A unique, fun, and exciting work environment that thrives on creativity & a family atmosphere
- Tuition discounts for family members and competitive/negotiable pay

Interested applicants should email Traci Broman at [Traci@VillageDanceStudio.com](mailto:Traci@VillageDanceStudio.com) by July 20<sup>th</sup>.

