

ORGANIZATION:

Vancouver Tap Dance Society

DEADLINE:

Jan. 21, 2019

ORGANIZATION DESCRIPTION:

Vancouver Tap Dance Society, established in 1995, operates its academy and space at 2775 East Hastings Street in East Vancouver, BC. Instructional facilities include two dance studios equipped with maple wood floors.

VanTap's new Artistic Director, [Andrew Nemr](#), is an internationally recognized tap dancer for the last 35 years of work in the arts.

Vancouver Tap Dance Society is a non-profit organization that strives to be an innovative leader in the promotion and preservation of tap dance and is dedicated to developing an awareness of this art form. VanTap's mandate includes:

1. **Dance Academy:** dozens of classes for all ages.
2. **Vancouver International Tap Dance Festival:** our annual festival dedicated to spreading the joy of tap dance and providing dancers with a once-in-a-lifetime opportunity to learn from many internationally-renowned tap dancers, and stellar performers.
3. **TapCo:** our professional youth performance ensemble.
4. **Outreach Program:** provides classes to hundreds of children each year in local schools.

WEBSITE:

www.vantapdance.com

JOB DESCRIPTION:

* Society is looking for a receptionist to work part time - full time hours. Minimum of 20 hours a week

* Society needs someone who is organized, detail-oriented, trustworthy, passionate, friendly and can work independently in a fast paced environment.

* This role is first point of contact for anyone entering the space. Whether it be for coming in to take weekly classes, inquiring about academy, renting studio space or becoming a member the ideal candidate is personable, friendly, and enjoys interacting with clients.

RESPONSIBILITIES:

- Cordially greet members, renters, parents, students and visitors of the space
- Book building rentals, accept payment for rentals and be available for needs of renters.
- Capacity to open and close space when required. Including basic cleaning and space maintenance tasks

- Basic administrative duties including managing incoming calls, e-mails and other inquiries.
- Ability to work independently and as part of a team, providing support to faculty, Academy Manager and Artistic Director when need be.
- Develop appropriate relationships and maintain good rapport with members, students and parents.
- Handling payments for program registrations and ticket sales.
- Organizing and maintaining shoe donation room, stock and rentals
- Completing basic administrative tasks as assigned by the Academy Manager
- Attend and assist with academy and society events as needed for e.g. year end show, Spring Fundraiser etc.
- Facilitate tours of the space with potential clients.

QUALIFICATIONS:

- The ideal candidate should have strong interpersonal skills with an emphasis on excellent customer service.
- Experience in administration/office and/or dance studio experience is needed.
- The candidate must be proficient in use of Microsoft office suite, using a PC and be able to learn different software applications. Experience in Dance Studio Pro, Skedda, Stripe, Google Drive are considered an asset.
- Strong communication skills, both written and verbal. Ability to write and speak in other languages than English are considered an asset.
- Demonstrate enthusiasm and passion towards dance education.
- Former experience and knowledge of dance genres (especially tap dance) and dance school operations is beneficial.
- Interest in working for a non-profit organization
- Able to multitask in a dynamic school environment and must be comfortable working with the public.

BENEFITS:

- Discount on academy classes, events and workshops
- Hired as an employee
- Full time may be offered health benefits

HOW TO APPLY:

Please e-mail Resume and Cover Letter to manager@vantapdance.com.

NOTE: we don't accept phone inquiries

REMUNERATION:

\$13-15 depending on experience

Contact Name: Anna Dueck

Contact Email: manager@vantapdance.com

Contact Phone: (604) 253-0293