

Now Hiring

2/26/19

Multi-Title Position - 30-40 hours a week

JOB TITLE: School Program Instructor, Studio Front Desk Staff, and Class Substitute Instructor

JOB LOCATION: Oak Park, IL

EMPLOYMENT TYPE: Part-time for training period now through April. Full-time (30-40 hours a week) begins May 2019.

COMPENSATION: Starting pay is \$14 an hour. Alternative pay rate offered for teaching hours. Position begins paid training immediately.

BENEFITS

Medical, dental, vision insurance, 401K, paid sick leave, paid snow days, holiday bonus, and payment (at a non-teaching rate) for attendance at any assigned meetings, competitions, recitals, and events.

EMPLOYMENT SUMMARY:

Dance studio in Oak Park is looking to fill a full-time, multi-title position which includes responsibilities of School Program Instructor, Studio Front Desk Staff, and Class Substitute Instructor. The first hour of each weekday might begin with school program instruction at a local elementary school (typically a jazz/hip hop style). Afterwards, employee will commute to studio to assist at the front desk during the busy evening hours. The final hour of the shift includes light cleaning duties to prepare for closing. Over time, employee will train in preparation to act as substitute instructor for studio classes of various styles and levels.

This position includes primarily afternoon/evening (M-TH) and weekend hours. Hired employee will work 5 days a week and may be scheduled on a varying combination of week and weekend days.

A sample schedule might be:

Sunday	12:00-7:00 p.m.
Monday	3:00-9:00 p.m.
Tuesday	3:00-9:00 p.m.
Wednesday	2:00-9:00 p.m.
Thursday	3:00-9:00 p.m.
Friday	off with the exception of special events
Saturday	off with the exception of special events

QUALIFICATIONS:

- Dance background required
- Applicant must submit to and pass a background check for working with children.
- High school diploma or equivalent preferred; some college a plus
- Prior receptionist, administrative, customer service, and/or sales experience - preferred but not required

JOB REQUIREMENTS:

- Dance background
- Desire to teach
- Interest in administrative duties
- Interacting with parents and children
- Housekeeping duties
- Reliable mode of transportation to get to and from local schools

TO APPLY, PLEASE EMAIL THE FOLLOWING TO INFO@TRANSCENDANCESTUDIOS.COM:

Name

Address

Phone

Email address

Cover letter

Resume

Current employment and recent employment history

Potential conflicts

3 references

Thank you!

