

May 2011



Administrative Assistant Needed

The School of Performing Arts is searching for an Administrative Assistant to the Marketing and Dance Department. To perform this job successfully, an individual must be creative, have excellent organizational skills, and the ability to work in a fast paced environment. An ideal candidate must be willing and available to attend rehearsals, performances, and expos on weekends. Proficiency in administrative tools such as Word, Excel, Microsoft outlook, and other multi media tools is required.

This is a part-time position with flexible hours
Training beginning in June/July
Official Start Date: TBD

All inquires can be sent to:
Alissa Baird
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