



Encouraging children to reach for their Dreams, Create beautiful art and Inspire others!

At ESPA we believe in dreaming big and encouraging our students to reach for those dreams! We go beyond the steps of dance and coach also in the choreography of life.

With the most pleasant of personalities you will help our company to achieve success in the following ways.

To be successful as a Receptionist at ESPA you will:

- Greet and welcome every child and family member that enters our building. Each family should know that you are there to serve and support them.
- You will approach difficulties creatively, and maintain a pleasant personality throughout.
- Whether interacting with our smallest member, the Demi Dancer, or our oldest the pre-professional Dynamic Dancer, your intention is to anticipate the needs of our families and jump in to help each and every student.
- You will learn and know our programs with confidence and be able to provide the answers that families need to be successful in their season with us.
- You are warm, welcoming and approachable to students, staff and parents alike, contributing daily to the family friendly feel at ESPA.
- You remain teachable yourself, knowing that your own path to excellence is an ongoing process.

In this role you will:

- Greet our families daily upon entering the building and exiting the building.
- Prepare studio spaces for your coaches by turning on tech and

prepping the space for the upcoming classes.

- Prepare any physical materials that need to be distributed throughout classes that month.
- Know our programs and business practices to ensure that our families have a seamless experience in their dance education here.
- Attend and prep for our annual events such as picture week, costume handout event, our Student Showcase and registration.
- Assist the coaches in the moment if any tech issues or student problems arise that interrupt their class instruction.
- Attend and engage fully in weekly team meetings with the entire Dream Team.
- Attend and engage fully in our Coach Kickoff in August and our Dream Team Retreat.
- Submit daily administrative documentation to support the health of ESPA.
- Accomplish light cleaning duties at the end of your day to support the physical health and beauty of ESPA's facility.

Application process:

If these details make your heart sing then please complete the following steps.

1. Complete the application found at this link and submit.
https://docs.google.com/forms/d/e/1FAIpQLSfUbMFCfwlpOu1Velcjc10AjlZHnlQrTdy1954DZpXaKhUqjQ/viewform?usp=sf_link
2. After you have submitted the Google app, please send your attached resume to **jointheESPAteam@gmail.com**