



# Cashion Cultural Legacy

## Job Description

### Academy Assistant Administrator

**Title:** Academy Assistant Administrator (for Los Lupeños Academy)

**Type:** part-time permanent (mostly evening)

**Number of Hours per Week:** 10 (approximately to 40-42 weeks per year)

**Location:** San José, California (at least 90% of work will take place at the Mexican Heritage Plaza)

#### Job Summary

Education is the third pillar in the Cashion Cultural Legacy (CCL) mission statement: To sustain the preservation, presentation, and education of Mexican folk culture through dance.

The Academy Assistant supports the Academy Administrator by overseeing the classes that Los Lupeños Academy offers. The Academy Assistant is supervised by the Academy Administrator whose role encompasses mostly administrative duties (registration, scheduling, tuition billing & collections). Artistic guidance and vision is provided by the Artistic Director.

#### Principal Duties and Expectations

- Adheres to the Artistic Vision, as established by the Academy Team (Artistic Director, Academy Administrator)
- Along with Academy Administrator, interfaces with parents and students for non-registration inquiries, suggestions, complaints, etc.
- Monitors class instruction on scheduled studio days
- Assists instructors with attendance tracking, class set up, clean up/sanitization and music as needed
- Reports studio/plaza safety concerns to the School of Arts and Culture (SOAC), Executive Director and Academy Administrator
- Ensures safekeeping of CCL property used for Academy classes
- Ensures that class rosters are correct and may help instructors log attendance
- Assists Academy Administrator with collection of any cash payments for registration or other sales
- Confers with Academy Administrator and Instructors regarding class observations
- Works with instructors to recommend student promotion from class to class
- Participates in quarterly Academy Instructor meetings alongside the Academy Administrator
- Assists Academy Administrator with end-of-session recitals
- Provides on-the-ground observations to Academy Administrator

#### Qualifications

- Strong interest in folklórico dance and dance education
- Excellent interpersonal and communication-skills
- Bilingual English/Spanish verbal skills (written skills is PLUS)
- Well-organized with good attention to detail, punctuality, and follow through.
- Self-motivated and able to work independently.
- Folklórico dance experience is a PLUS.
- Ability to express knowledge of Mexican Culture is a PLUS.

#### Interested?

If you think you are a good fit, please tell us why in a cover letter which you'll send along with a brief resume to [jobs@cashionculturallegacy.org](mailto:jobs@cashionculturallegacy.org)