



Studio Steward

Part-Time, Non-Exempt | 15–25 hours per week onsite
\$23.34/hour

About Shawl-Anderson Dance Center

Shawl-Anderson Dance Center's mission is to build and support a vital and inclusive community for movers of all ages and styles. Founded in 1958, SADC provides dance education, institutional support for artists, performance opportunities, and community partnerships that foster creativity, belonging, and lifelong learning.

Position Summary

Studio Stewards serve as the front-line onsite presence for students, families, faculty, and visitors during SADC programming.

The primary responsibility of the Steward is to ensure accurate student check-in and attendance. Stewards check students into class, physically count the students participating as the classes are happening, reconcile those numbers with registration and check-in records, and promptly report any discrepancies.

Stewards also support the flow between classes, welcome students and families, answer basic onsite questions, and direct questions outside their role to the appropriate staff member.

Stewards may work at either SADC location and receive onsite direction from the manager responsible for that facility.

Stewardship of the Role

The Studio Steward helps ensure that SADC knows who is participating in its classes and that attendance information is accurate and reliable.

This requires attentiveness, consistency, and follow-through. The Steward is responsible not simply for checking students in, but for verifying that the number of people physically participating in each class matches SADC's records.

Guiding Principles

Studio Stewards are expected to:

- Be welcoming, attentive, and professional.
- Maintain accurate check-in and attendance information.
- Verify rather than assume.
- Communicate discrepancies promptly.
- Help classes transition smoothly.
- Follow established procedures consistently.
- Answer questions within the scope of the role and refer others appropriately.
- Maintain clear role boundaries.

Core Responsibilities

The Studio Steward's primary responsibilities are:

- Student Check-In — ensuring students are properly signed into class.
- Attendance Verification — physically counting each class and reconciling that count with registration and check-in records.
- Class Flow — helping students and faculty transition smoothly between classes.
- Community Support — welcoming students and families and answering basic onsite questions.
- Communication — promptly reporting attendance discrepancies or onsite concerns to the appropriate manager.

Primary Responsibilities

1. Student Check-In & Attendance Verification

- Manage student check-in during assigned shifts.
- Confirm that students entering classes are appropriately registered or checked in.
- Physically count the students participating in each class.
- Compare the physical head count with the class roster and check-in records.
- Reconcile discrepancies whenever possible using established procedures.
- Promptly report unresolved discrepancies to the appropriate manager.
- Follow established procedures when a student is participating but does not appear on the roster or cannot be confirmed in the registration system.
- Maintain accurate attendance information throughout the shift.

The basic attendance workflow is:

Check in → Count → Reconcile → Report

The Steward's responsibility is complete when SADC has an accurate record of who actually participated in the class and any discrepancy has been appropriately addressed or reported.

2. Class Flow & Onsite Support

- Help maintain smooth transitions between classes.
- Direct students and families to the appropriate studios and spaces.
- Help keep entrances, hallways, waiting areas, and other public spaces organized during busy transition periods.
- Provide basic support to faculty related to student arrival and class flow.
- Communicate immediate onsite concerns to the appropriate manager.

3. Student & Community Experience

- Welcome students, families, faculty, and visitors.
- Answer basic questions about studio locations, class times, and onsite procedures.
- Direct registration, tuition, programming, rental, or other administrative questions to the appropriate staff member.
- Maintain a professional, attentive, and helpful presence throughout the shift.

4. Facilities Support

- Open up buildings and complete a list of opening procedures to prepare for classes and rehearsals
- Close up buildings and a list of closing procedures to prepare for the next day
- Support the cleaning and organization of the space as needed, especially if a WEX community member does not show up for a shift
- Prioritize and foreground safety for students and faculty alike
- Complete injury reports in the case of student or teacher incidents and share with supervisor
- Note in Slack pertinent building and supply matters

Position Boundaries

The Studio Steward is an onsite support position focused on student check-in, attendance accuracy, class flow, and community presence.

Studio Stewards are not responsible for:

- Organizational email
- Managing registration or student accounts
- Processing tuition, refunds, scholarships, or credits
- Rentals or rental inquiries
- Programming or class scheduling
- Curriculum decisions
- Faculty management or evaluation
- Marketing or communications
- Vendor or maintenance management

- Human Resources or personnel matters
- Organizational policy or management decisions

Questions or situations outside the Steward's responsibilities should be referred to the appropriate manager or staff member.

Success in This Role

Success is demonstrated through:

- Accurate student check-in.
- Reliable physical head counts for classes.
- Attendance records that accurately reflect who participated.
- Discrepancies identified and communicated promptly.
- Smooth transitions between classes.
- A welcoming and organized experience for students and families.
- Reliable communication with onsite managers.
- Consistent adherence to established procedures and role boundaries.

Work Schedule

Studio Stewards work scheduled onsite shifts based on SADC's programming and facility needs.

Typical shifts for Center St:

Monday–Friday

- Morning: 8:30 AM–12:30 PM (beginning Oct 5, 2026)-open
- Evening: 4:30–9:30 PM (beginning August 24, 2026)-currently staffed

Saturday

- Morning: 8:30 AM–1:30 PM (beginning Oct 5, 2026)-tentatively staffed

Typical Shifts for Alcatraz Ave:

Monday–Friday

- Evening: 4:30–9:30 PM-open

Saturday & Sunday

- Morning: 8:30 AM–1:30 PM-open
- Afternoon: 1:00–6:00 PM-open

Stewards may work one or more recurring shifts each week depending on availability and SADC's staffing needs. **We aim to employ four stewards, two at each location, who hold 20-25 hours per week primarily evenings and weekends.**

Because Stewards provide direct coverage for student check-in, attendance verification, and class transitions, reliable and punctual attendance for assigned shifts is an essential responsibility of the position.

Shift schedules may change as SADC's class schedules and programming needs evolve. **Currently there are three open set steward schedules. One is filled.**

Work Location

Studio Stewards may be scheduled at either SADC location.

When working at Center Street, Stewards receive onsite direction from the Facilities Manager.

When working at Alcatraz Avenue, Stewards receive onsite direction from the Office & Operations Manager.

Qualifications

Required

- Strong reliability and punctuality.
- Excellent attention to detail.
- Ability to accurately count and reconcile student attendance.
- Friendly and professional communication skills.
- Ability to remain attentive and organized in a busy environment.
- Comfort interacting with students, families, faculty, and visitors.
- Ability to follow established procedures and maintain clear role boundaries.
- Basic comfort using SADC's student check-in and registration technology.

Preferred

- Experience in customer service, front desk, education, arts, recreation, or community environments.
- Familiarity with dance or performing arts organizations.

Role Evolution

Responsibilities may evolve as SADC's programs and facilities grow.

Future responsibilities will remain substantially aligned with the Studio Steward's core purpose of supporting student check-in, attendance accuracy, class flow, and the onsite community experience.

Why This Role Matters

Accurate attendance allows SADC to understand who is actually participating in its programs and ensures that class records reflect what is happening in the studio. By combining accurate check-in and attendance verification with a welcoming onsite presence, Studio Stewards help create an organized, reliable, and positive experience for students, families, and faculty.

Accuracy, reliability, attentiveness, and hospitality are the hallmarks of this role.

Hours, Compensation & Benefits

Starts October 5, 2026. 20-25 hours/week at \$23.34 per hour*. Benefits include:

- Sick Leave Accrual:
 - Employees accrue paid sick leave immediately according to the [City of Berkeley Paid Sick Leave Ordinance](#). Employees earn one hour of paid sick leave for every 30 hours worked with a cap at 72 hours.
 - SADC is highly flexible about use of sick time; anything that supports your well-being will be an approved use of leave as well as all of the reasons as stated in the [CA state law](#).
 - *These are not paid out upon resignation/termination.*
- Holiday Pay: paid time off according to your regular schedule on the following days: New Year's Day, MLK Day, Memorial Day, Juneteenth, July 4th, Labor Day, Indigenous Peoples' Day, Thanksgiving and Christmas Day.
- Personal Days: Part-time employees receive two Personal Days a year (4 hours each).
- 403b: SADC offers a 403b retirement plan through Vanguard. There are no matching funds at this time, but employees may contribute to the plan pre-tax.
- Annual cost of living increase *as approved by the Board of Directors*
- There will be a 60-day introductory period upon hiring with a review at the end of 60 days

Other Benefits

For you:

- Free adult classes
- Occasional spots in workshops/masterclasses
- Reduced studio rental
- 75% off class for your children or a child in your life
- Ongoing paid professional development opportunities

Classification

Non-exempt (paid hourly, eligible for overtime)

Other Duties

Recognizing the dynamic nature of our work, this job description is not designed to be a completely comprehensive listing of all duties or responsibilities as they may change. Due to the nature of COVID-19 and the global pandemic, some programming and work may switch to be online at any time.

Mandatory Reporter

This position has been identified as a mandated reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a mandated reporter.

AAP/EEO Statement

SADC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. In addition to federal law requirements, SADC complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. SADC expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity, or expression, national origin, age, genetic information, disability, or veteran status.

Shawl-Anderson Dance Center is committed to creating a community that fosters equity, experience and opportunity, ensuring that all faculty, staff, artists, contractors, vendors, board and community members feel safe, welcome and included. We are looking for employees who represent the full diversity of the communities we serve and who demonstrate a sensitivity to and understanding of the diverse socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community

Other

- Shawl-Anderson is committed to a drug-free workplace.
- Shawl-Anderson follows the U.S. law that requires us to employ only individuals who may legally work in the United States – either U.S. citizens, or foreign citizens who have the necessary authorization.

TO APPLY:

Email a resume and cover letter to: people@shawl-anderson.org

Open until filled

*The pay bands at SADC for hourly employees are:

- Associates: \$22-25/hour
- Coordinators: \$26-30/hour
- Managers: \$31-36/hour
- Associate Directors: \$37-40/hour
- Directors: \$41-44/hour