



Role: Assistant Studio Manager (Part-Time)

Description:

Assist in daily operations of the studio to best provide a quality student experience.

Ideal Candidate:

The Assistant Studio Manager understand the demands of small business and the importance of the role. The candidate is a positive advocate for our student base and team members alike plus is an invested member of the studio community.

- Self motivated
- Professional demeanor
- Reliable
- Responsible
- Independent
- Organized
- Seeks a clean studio environment
- Trustworthy
- Confidential in nature
- Quality in judgement
- Thinks outside the box and identifies needs that are not yet defined

Responsibilities:

- Coordinating solutions for a robust small business with broad needs that continue to change
- Taking initiative to complete project tasks and maintain a clean studio environment
- Managing inventory
- Managing student accounts and needs
- Completing sales and membership sign-ups
- Completing tasks as assigned by the Managing Director
- Cash handling and management
- Contribution to social media presence
- Problem solving systems and needs

Required Hours:

- Monday – Thursday 5:00p-9:00p