

Tuesday, February 13, 2018

Dance Studio Director - Exciting New Opportunity!

Company: Elegant Dance Studio
Compensation: Professional Salary +

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Job Summary

Dance Studio Director - We are in the process of building a new state of the art dance studio. We are looking to hire a full time Studio Director that can help us with the pre-opening planning and then running the creative and operations day to day. This will be a full-time position with a professional salary plus opportunities for profit sharing.

THE STUDIO:

Our Vision: Our vision is to build a highly competitive and effective dance studio business that will become the number one choice for recreational, competitive and adult students in the NY Metro Area.

Our Mission : Elegant Dance Studio, will be located in Suffolk County NY. We will be fully devoted to providing dancers of all ages an encouraging environment where they are given the opportunity to grow and excel in their dance education. We strive to deliver the highest quality of dance training, while nurturing each student's unique gift of talent and creativity. We wish to encourage our students to achieve their fullest potential - to support them as they grow artistically and academically, and develop into well-rounded individuals - nourished in body, mind and spirit.

We will be offering classes in:

Pre-Ballet-Ballet, Pointe, Jazz, Tap, Combo, Hip Hop, Lyrical, Adult Ballroom and Private Dance Sessions

What sets us apart from other studios is our dedication to the development of our clients, our team and our community from the rich social environment to the demanding path of the competitor.

We believe in the practice of life-long learners and will make regular investments in our staff to ensure we offer the most productive and positive experience for all our students.

Responsibilities and Duties

THE OPPORTUNITY: Join our outstanding team as our Director... what does that entail? You! You are a people person that loves putting people together and networking! You will be involved with all the preopening planning the ongoing creative and operational aspects. You'll help grow the studio client base while profitably overseeing and managing the daily operations of our studio in Suffolk County NY. You will work hard, but with results there are rewards.

THE RESPONSIBILITIES:

Client Support

Be the "face" of the studio that reflects our passion and professionalism.

Local networking - putting the studio together with local opportunities.

Share information about our many options and help clients determine what is best for their goals

Book appointments, greet clients warmly and answer the phone professionally and politely to ensure a flawless guest experience.

Lead customer attraction/retention activities including initiating relationship development & creating sales or cross-marketing opportunities with community businesses, corporate clients & community event coordinators.

Represent the studio at networking and public events

Marketing

Maintain and enhance the studio's presence through regular email campaigns, social media marketing and posts and in blog posts

Maintain and expand local studio marketing activities.

Actively set, and achieve sales, frequency, and retention goals (bonuses available for expanding client base and revenues!)

Management

Recruit, mentor and motivate front desk team members as needed and be responsible for providing necessary on-boarding and training.

Manage studio scheduling and interactions between the teaching team, clients and front desk team.

Build, develop and a team of teachers and administrative staff.

Daily Operations

Auditions

Responsible for managing and coordinating with the office staff and choreographers for the company auditions.

Attend/run all auditions

Responsible for posting final results for company members.

Responsible for scheduling feedback conferences for students not accepted.

Setting Master Schedule for all studio performances

Coordinate with office and faculty to run rehearsals

Attend final rehearsal per piece and attend/run all final runs, dress and technical rehearsals.

Run final dress rehearsal.

Booking all outside performances for the company

Manage necessary paperwork, i.e. contracts with facilities, permission slips and medical releases.

Music Selection

Meet with all choreographers for approval on music selection for company pieces.

Costumes

Participate in team meetings (faculty, general manager, director) for choosing costumes

Manage inventory of all studio owned costumes used for studio.

Parent/student concerns

Responsible for addressing concerns with parents/students and faculty.

Faculty relations

Responsible for notifying faculty of any studio concerns

Reporting to studio directors any student, parent or faculty concerns.

Studio activities

Responsible for arranging and organizing any company fundraisers, field trips, master classes, and other related meetings.

Qualifications and Skills

THE MINIMUM REQUIREMENTS:

Passionate about dancing, people and excellence, personable, willing to learn, and able to work with a variety of personalities.

Dance Studio Management: 2 years

Teaching Dance: 5 years+

Degree in Education or Fine Arts

Prior customer service experience, staff management experience, and proven sales success

Computer proficiency - ease in learning new software, and the ability to teach it to others

Demonstrated ability to pay attention to detail

The flexibility to work when business requires (To provide our customers with the most appointment options, we are open six days a week.)

Passing a background check and drug screening prior to employment.

Previous management and networking experience.

Benefits

THE BENEFITS:

Salary commensurate with experience plus incentive bonus based upon your contribution to achievement of studio growth targets & operational excellence.

Potential career opportunity to manage multiple studios.

Discounts on in studio events, classes and private lessons

An amazing, joyful environment, supporting people in becoming more fulfilled in their lives!

Job Type: Full-time

Elegant Dance Studio

For more information:

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