

Thursday, May 27, 2021

## Studio Coordinator in boutique fitness studio

Company: The Bar Method  
Location: Brooklyn, NY  
Compensation: \$15 per hour

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The Bar Method Brooklyn is looking for Studio Coordinators to join our Williamsburg and Cobble Hill locations!

We are a boutique barre fitness studio in need of a front desk assistant to work early morning, evening and/or weekend shifts.

For the Williamsburg location, you must be available to work at least 2-3 of the following shifts: Tuesdays, Thursdays and Fridays from 7:00am - 10:00am, Monday and Wednesday evenings from 5:30pm - 9:00pm and/or weekends.

For the Cobble Hill location, you must be available Tuesdays and Thursdays from 5:00pm - 7:45pm and a weekend morning.

Studio Coordinators are the backbone of our studio. Essential job duties and responsibilities include:

- Create a welcoming customer experience by greeting and checking in all clients
- Provide tours of the studio to new and prospective clients and assist them in being prepared for their first class
- Learn reservation software in order to handle client accounts and process sales transactions
- Sell class packages and retail merchandise to clients
- Answer and manage incoming calls and emails
- Maintain the appearance and cleanliness of the studio by keeping all client-facing areas clean, organized and well-stocked
- Respond to all customer inquiries thoroughly and professionally

We're looking for people who:

- Are comfortable selling packages and retail merchandise
- Have strong customer service skills
- Have strong communication skills
- Have the ability to multi-task and prioritize
- Are quick learners
- Are organized, friendly, outgoing, punctual and reliable

Hours are approximately 8-15h per week, which equals 2-3 shifts per week. Minimum requirement is 2 shifts per week, compensation is \$15/hr + free barre classes.

Please indicate at the top of your response which location you are applying for - Williamsburg or Cobble Hill.

The Bar Method  
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