Thursday, June 16, 2022

Studio Manager

Company: Dance Project of Washington Heights
Location: New York, NY
Compensation: $40-50k

Dance Project of Washington Heights

Studio Manager

Job details

Job Type: Full-time, in-person

About the Organization

Dance Project of Washington Heights (DPWH) is home to an ever-growing community of young dance students, adult professional dancers, and various other artists passionate about dance, dance-making, and arts education. DPWH currently serves over 300 students of different ages, backgrounds, cultures, and socio-economic status. In addition, we make our space available to other dancers, choreographers and arts groups - furthering our reach beyond our direct student base.

The mission of Dance Project of Washington Heights is to remove barriers to dance education and to build community through dance. We believe the art of dance is transformative for individuals and communities. There should be no barriers to everyone experiencing the magic that dance holds, so we work to remove the barriers that do exist. In our efforts to remove such barriers, all of our kids' classes are Pay-What-You-Can.

Ideal Candidate is

We are seeking a Studio Manager who will handle the daily operations of the studio and oversee the scheduling and invoicing of clients. As a studio manager, your job duties include hiring and training receptionists, assuring the space is cleaned and well organized, maintaining and troubleshooting equipment, and managing hourly studio rentals. You will also be responsible for managing tuition for our program participants. This is a front-facing position and includes interfacing with the community including parents, children, and other clients. The Studio Manager is expected to consistently provide excellent customer service to all existing and prospective families, clients and business partners.

Responsibilities of the Studio Manager:

Manage and oversee the smooth operations of the studio

Hire, train, schedule and manage front desk staff

Contract with cleaning agency and manage cleaning schedule

Work within a budget to maintain the supplies and inventory of the studio

Work within a budget to run merchandise sales

Maintain petty cash log accurately and handle cash responsibly

Maintain multiple software operating systems

Oversee and manage student accounts including reminders, tuition collection, and more

Provide timely communication, updates, and pertinent information to the Executive Director and Program Director regarding issues or needs

Attend weekly staff meetings

Support in-studio events

Basic Qualifications of the Program Manager:

Bilingual English and Spanish

Previous experience managing a dance, yoga, or fitness studio

Ability to communicate to diverse audiences and communities through professional verbal and written skills

Experience managing people

Excellent interpersonal skills

Resourcefulness and independent problem-solving ability

Experience and comfort using various forms of technology/software systems

Highly organized and ability to manage and document multiple projects at a time

Compensation and Benefits

This is a full-time, salaried position. Salary range from 40K-50K depending on experience.

How to Apply

To apply, please send your cover letter and resume to eury@danceprojectwh.org. Indicate in the subject heading: "Studio Manager Opening – Your Name." No phone calls please.

Dance Project of Washington Heights celebrates diversity and is committed to creating an inclusive, diverse environment for all employees. We seek to recruit, develop and retain the most talented people from a diverse candidate pool. We are especially interested in maintaining a staff that is reflective of the diversity of our student body and participating families. DPWH is an Equal Opportunity Employer.

Dance Project of Washington Heights
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For more information:
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