

Tuesday, June 17, 2014

Flamenco Vivo seeks part time Studio Manager

Company: Flamenco Vivo Carlota Santana

Location: New York, NY

Compensation: Salary commensurate with experience

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Flamenco Vivo Carlota Santana seeks a qualified individual to fill the role of Studio Manager. Studio Manager is a part-time position (approximately 20 hours/week) that reports to the Company Manager and Director of the Center for Flamenco Arts and works closely with all members of Flamenco Vivo's administration. The Studio Manager's role is to maintain our studio rental calendar and manage the registration, income and marketing for the Center for Flamenco Arts. For more information about Flamenco Vivo Carlota Santana, visit www.flamencovivo30years.org

Specific responsibilities include:

- Managing rental calendar for two busy studios.
- Handling payments and invoices for studio renters and students.
- Marketing (digital and print) for classes, workshops and special events at the Center for Flamenco Arts
- Assist the Company Manager and Director of the Center for Flamenco Arts in relevant tasks

Candidates should be creative individuals with energy, ambition, and a passion for the arts, who thrive in an environment of high standards where high-quality work must be consistently and accurately produced.

Requirements:

- Education: Bachelor's degree required.
- Experience: Prior experience at a non-profit arts organization is preferred.
- Skills:
 - Facility with Microsoft Office (Word, Excel and PowerPoint) and Google Applications required.
 - Ability to design marketing materials in Photoshop and HTML-based e-marketing tools.
 - Familiarity with CRM database systems (e.g. Patron Manager) is preferred.
 - Media skills including basic photography, videography and video editing preferred.
 - Working knowledge of Spanish is a plus but not required.

How To Apply:

The Studio Manager position is part-time, ~20 hours/week, with some flexible scheduling. Salary is commensurate with experience. To be considered for this position, please submit a cover letter and resume to fvcsinfo@flamenco-vivo.org.

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