

Monday, December 14, 2015

## Operations Manager for Performing Arts Space/Store/Photo & Film Studio

Company: La Luz NYC Inc.

Location: Brooklyn, NY

Compensation: \$12 - \$18 Hourly, \$2200 - \$3500 Monthly + Commissions on sales and rentals

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**La Luz Studios**

135 Thomas St. Brooklyn NY 11237  
[PhotoVideo@LaLuzNYC.com](mailto:PhotoVideo@LaLuzNYC.com)  
[www.LaLuzNYC.com](http://www.LaLuzNYC.com)  
 917-924-2525

LA LUZ STUDIOS ARE FULLY EQUIPPED RENTAL STUDIOS IN BUSHWICK, BROOKLYN FOR PHOTOVIDEO SHOTS, FILM SCREENINGS, SMALL GALLERY EVENTS AND WORKSHOPS.




**Studio 1**

- 2000 Sqft
- 100 amps + more
- Cyc Wall (white/green)
- Make-Up Stations
- Work Stations & Lounge
- Lighting Grid
- Ground Floor Location
- Parking

**Studio 2**

- Rehearsal Space
- Holding Space
- Mirrors
- Theater
- Lighting
- Meetings
- Sound/PA
- Classroom
- Sprung Floors
- Blackout Curtains

We are here to help you create! We strive to meet and exceed your vision & professional goals, while continuing to offer the best customer service and a complete project.




**CONTACT US TO INQUIRE ABOUT PRICING & SERVICES:**

<ul style="list-style-type: none"> <li>- Photographers</li> <li>- Videographers</li> <li>- Audio Recording</li> <li>- Lighting &amp; Grip</li> <li>- Hair &amp; Makeup</li> <li>- Production</li> <li>- Art Direction</li> <li>- Film Direction</li> <li>- Prop Rentals</li> <li>- Set Construction</li> <li>- Talent</li> <li>- Scoring</li> <li>- Editing</li> <li>- Stylists</li> <li>- Catering</li> <li>- Rigging</li> <li>- SFX</li> </ul>	<ul style="list-style-type: none"> <li>- Rehearsal Space</li> <li>- Holding Space</li> <li>- Mirrors</li> <li>- Theater</li> <li>- Lighting</li> <li>- Meetings</li> <li>- Sound/PA</li> <li>- Classroom</li> <li>- Sprung Floors</li> <li>- Blackout Curtains</li> <li>- Rehearsal Space</li> <li>- Holding Space</li> <li>- Mirrors</li> <li>- Theater</li> <li>- Lighting</li> <li>- Meetings</li> <li>- Sound/PA</li> <li>- Classroom</li> <li>- Sprung Floors</li> <li>- Blackout Curtains</li> </ul>
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La Luz

La Luz - Performing Arts Space, Rental Studios, Storefront - Brooklyn, NY

"LA LUZ IS A GATHERING PLACE FOR PERFORMERS, ARTISTS, AND HEALERS. IT'S INTENTION IS TO BRING FORTH SUSTAINABLE GROWTH AND UNDERSTANDING IN THE WORLD"

La Luz is an innovative environment for spiritual, artistic and physical exchange. We provide equal opportunity learning platform through affordable rehearsal space, classes, workshops, and events set in a community-based atmosphere.

By offering space and support for local and international performers, teachers, scientists, and spiritual leaders to share ideas, we open possibilities and create an epicenter for positive change in the world.

La Luz will not only operate within its physical space, but also intends to create ongoing field projects and outreach programs, aimed at engaging a wider audience through artistic expression and awareness. We believe that individuals of all ages and walks of life deserve access to attainable practices and have the inherent ability to teach, learn and grow.

[WWW.LALUZNYC.COM](http://WWW.LALUZNYC.COM)

[www.facebook.com/LaLuzNYC](http://www.facebook.com/LaLuzNYC)

Address: 135 Thames St, Brooklyn, NY, 11237

Job Title: Operations Manager

Position Details:Full Time (30 - 40hrs) - Semi flexible schedule

Pay Rate: Salary Consummate on Experience (\$12 - \$18 Hourly, \$2200 - \$3500 Monthly) + Commissions on sales and rentals

Pre Requisite Skills:

- Managment : 2 years
- Phone Calls / Conversational skills
- Word processing
- Spread sheet / data base creation
- Sales experience : 1 year
- Online Literacy
- Social Networking
- Scheduling

Preferred Skills:

- Degree in Business, Marketing, Advertising

- Marketing Experience
- Photography Experience
- Photo Shop
- InDesign
- Bookkeeping

Requirements:

Positive, Enthusiastic, driven, and inquisitive attitude

Passionate about the Arts

Punctual and precise

Phenomenal attention to detail (you will be in a position to represent the business both to our walk in customers our calls)

Great listener and effective communication with written and spoken word

A personally developed and refined organizational process

Ability to converse with multiple clients at the same time, goal oriented multitasking

Ability to change gears and be able to pick up where you left off later

Ability to be self-managed and stay continuously motivated

The desire to go above and beyond to contribute to the growth and advancement of La Luz

A 'find a way' mentality

A bias towards action and the ability to make things happen regardless of the scenario

Job Description / Duties:

- Open/Close Studios
- Work Storefront
- Sign students in/out of class
- Sales/Talk about the entire space to people who enter the store,
- Enroll customers in La Luz Programs, sell packages
- Welcome & Manage Studio Rentals
- Post Studio Rentals & Specials
- Book and Find clients to book for studios
- Assist with marketing
- Make Lists to build new clientele, send introduction emails
- Contact Media for La Luz Press
- *Graphic Design/Make fliers for classes & events*
- Input Store inventory on Square Up point of sale
- Consignment Management for Store front
- General Maintenance of studios and store
- Manage Cleaning Staff
- Weekly Newsletters on new classes, sales, rentals, etc
- Create Invites on Facebook, Eventbrite, and other social media networks
- Invoice for rentals

Interview Dates:

Dec 18th & 19th - 9am to Noon

Training Dates:

Dec 28th & 29th

Beginning Date: January 5, 2016

Contact:

Email Resume - [Britany@laluznyc.com](mailto:Britany@laluznyc.com)

Call - 919-559-8626

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La Luz NYC Inc.  
135 Thames St.  
Brooklyn, NY, 11237  
9179242525  
[www.LaLuzNYC.com](http://www.LaLuzNYC.com)

For more information:  
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