

Sunday, April 21, 2019

Rentals Coordinator, SassClass Studio

Company: SassClass

Location: NYC, NY

Compensation: Commission-based

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SassClass is a women's empowerment dance studio in Midtown Manhattan. We are seeking a highly-motivated, ambitious individual with sales experience to join our team as a Rentals Coordinator.

Role Overview

The Rentals Coordinator is responsible for all aspects related to renting our studio space during the hours that it is not being used for our own classes, programs, and events.

Duties will include market research, identifying and utilizing appropriate marketing channels to reach potential renters, conducting tours of our studio, screening prospective renters to qualify them as a right fit with our space, negotiating rental terms, preparing rental contracts, and more.

The Rentals Coordinator's success is measured by revenue generated from rentals, with monthly goals & targets.

Skills Desired

2+ years of Sales or Rentals experience with a proven track record of success

Excellent verbal and written communication skills

Connections within theater, dance, arts and similar industries a plus

Familiarity with Google Docs & Google Sheets

Self-starter, self-motivated, and works well with minimal supervision

Schedule & Compensation

Immediate start

Commission-based role, receiving a percentage of overall rental revenue

Flexible schedule & hours; to be discussed

Mix of remote and on-location work

To apply:

Send resume and cover letter to apply@sassclassnyc.com with subject line "Rentals Coordinator" explaining why you're a good fit for this role and detailing your past success in sales or rentals

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For more information:
SassClass Hiring Manager
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