

Monday, July 15, 2019

Dance Studio Manager

Company: The Ballet Institute New York
Location: Brooklyn, NY
Compensation: Commensurate with experience

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Dance Studio Manager & Assistant to the Director description:

Position open in a quickly growing ballet school and developing dance company. Duties range from daily operations such as attendance taking and phone answering to marketing and strategizing. The environment is supportive and creative for both staff and students.

Responsibilities include:

Checking students into the studio from outside the building and into their respective classrooms.

Dismissing students after class to their parents who wait outside the building.

Check in & dismissal are extremely important and have to be done in a quiet and almost militant fashion to ensure the safety of our kids and to not disturb our neighbors in the building.

Taking classroom attendance. General damage control during classes. There are classroom assistants but the manager acts as a supervisor for the whole studio while classes are going on. So if a child needs help and the teachers and assistants are busy then the manager will take appropriate steps.

Communication with clientele: The manager will interface with our clients both in person and online so they'll need to at all times maintain a courteous and professional demeanor both in speech and appearance. They'll need to be up to date on studio events and offerings so that they are able to answer questions. They'll need to know the upcoming and variable rehearsal schedules and communicate through email to the families and update the studio bulletin board.

Marketing: We have regular marketing needs: flyer creation and printing, delivering flyers to the schools and around neighborhood. Blog post scheduling, photo sessions and short films with students. The manager would need to schedule the creation and if applicable the content. They would send any print work to the printers and pick up the orders. Researching schools that could be a good fit for us to work with. Researching performance venues that could work for us.

Scheduling classes in conjunction with the director. Arranging for substitute teachers when necessary. Overseeing the pickup program and making sure there are the appropriate amount of adults at each school when it's time to pickup students.

Answering studio phone and taking messages or answering questions.

Picking a few kids up from a local school and shuttling them in a car service to the studio.

Hours onsite at the studio: With school pickup 2:20-7:30 Monday-Thursday and Saturdays 9am-1:30pm (ending time varies slightly by day could be a little easier or later). This position can be very part time or it can be much closer to full time. So it could be an hourly position or for the right person a salaried position.

We are looking for an extremely organized person who is punctual, a self starter, enjoys art and is comfortable working with children. They must be firm but welcoming at all times. They are the first point of contact for our families and students.

Requirements:

Ideally, 1+ years of office administration or management experience.

Highly organized.

Able to use a variety of office software, email, spreadsheets, accounting software.

Excellent time management skills.

Ability to prioritize tasks.

Flexibility and adaptability to changing tasks.

Attention to detail.

Ability to take initiative and work independently.

Bookkeeping experience beneficial but not essential.

Excellent oral and written communication skills; able to communicate with an accurate and professional manner.

An interest in photography and/or videography is always a helpful start! However, we welcome those with less knowledge of our marketplace products who are willing to learn.

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