

Monday, August 9, 2021

## Studio Operations Manager

Company: American Tap Dance Foundation

Location: New York, NY

Compensation: \$38,000 with Great Benefits

► [Share](#) | [Print](#) | [Download](#)



Studio Operations Manager

(Roughly 40 hours per week)

Goals:

To develop, promote, manage, and maintain year-round tap dance programs, studio rentals, and product sales at the American Tap Dance Center that meet the mission of American Tap Dance Foundation.

Tasks:

- Attends weekly Staff Meeting and reports to Artistic/Executive Director.
- Provides strong leadership presence and oversees and directs all Studio Receptionists.
- Covers for Reception Staff when necessary & available.
- On-site Manager and contact person for all Program/Studio Activities.
- Assists Youth Program Director with all student relations and communications.
- Assists Youth Program Director with all student events, concerts & showcases. Includes coordinating volunteer/work study staff for Front of House & VIP/COMP tickets with box offices of venues.
- Communicates & answers questions from prospective students, parents & renters.
- Programs all studio classes & events into MINDBODY.
- Creates, coordinates, and maintains all Office/Programs/Studios Schedules & Calendars.
- Tracks, collects, maintains, and reports on all Tuitions & Payment Plans for Programs.
- Tracks and reports on all payrolls for Teaching Staff & Receptionists.
- Oversees some Database & Statistics Management.
- Creates and maintains a Studio Office Manual.
- Supervises & Trains Studio Staff/Receptionists, Interns and Volunteers.
- Coordinates Daily/Weekly/Monthly/Year-Round Rentals with ATDF Education Programs.
- Assists in Social Media Programs specific to the Center & Education Programs.
- Oversees all contracted Studio/Office Cleaning, Repairs & Maintenance.
- Orders general studio/office supplies and maintains Equipment Inventory.
- Maintains Product Sales: Inventory, ordering, processing, shipping, & customer relations.

Desired Qualifications:

- Bachelor's degree preferred
- Must be proficient in Microsoft Office, Mind Body & Zoom.
- Interest in the arts a plus
- Ability to work effectively with diverse populations with a high level of integrity, diplomacy, and initiative
- Detail-oriented with strong administrative and organizational skills
- Strong outreach and relationship building skills
- Enjoys interacting with people
- Candidates must live in New York or be willing to relocate

To submit your application, please email BOTH a resume and cover letter as one PDF file to [twag@atdf.org](mailto:twag@atdf.org)

Please use the subject line "Studio Manager Position"

154 Christopher Street #2B American Tap Dance Foundation  
New York, NY, 10014  
6462309564  
[atdf.org](http://atdf.org)

Tony Waag  
[twag@atdf.org](mailto:twag@atdf.org)  
6462309564

---

[< back](#)

[previous listing](#) • [next listing](#)