

Thursday, September 28, 2023

Dance Studio Pro Administrator

Company: Asase Yaa Cultural Arts Foundation
Location: Brooklyn, NY
Compensation: \$2,500 a month

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



Job Description: As a Dance Studio Pro Administrator, you will be responsible for efficiently managing and optimizing the use of DanceStudio-Pro, a comprehensive software platform designed for dance studios. Your primary role is to ensure the smooth and effective operation of the system, enabling dance studios to provide top-notch services to their clients.

Key Responsibilities:

System Management: Maintain and oversee the DanceStudio-Pro platform, ensuring it runs smoothly and efficiently. Troubleshoot technical issues and collaborate with support teams when needed.

Client and Class Management: Utilize DanceStudio-Pro to manage client profiles, class schedules, and enrollments. Create and update individual and group classes, assign instructors, and maintain accurate client records.

Financial Tracking: Assist in financial management by tracking payments, fees, and revenue streams. Generate reports to help dance studios monitor their financial health.

Database Maintenance: Keep the dance moves, exercises, choreographies, and other content in the system up-to-date. Ensure instructors have access to a rich database of teaching materials.

Scheduling: Help in scheduling classes and appointments for both individual and group sessions. Optimize class timings and allocation of resources to maximize studio efficiency.

Client Communication: Use the platform's communication tools to engage with clients, send notifications, and disseminate important information regarding classes, events, and promotions.

Payment Processing: Assist with payment processing, including tracking payments, managing invoices, and reconciling accounts. Ensure secure and reliable payment transactions.

Discount Management: Implement and oversee discount programs for group classes and class drop-ins. Ensure accurate application of discounts and promotions.

Qualifications:

Proficiency in using DanceStudio-Pro or similar dance studio management software.

Strong organizational skills with an attention to detail.

Excellent communication and customer service skills.

Basic understanding of financial processes and payment processing.

Ability to work independently and as part of a team.

Knowledge of dance terminology and studio operations is a plus.

As a Dance Studio Pro Administrator, your role is essential in helping dance studios provide a seamless experience for both clients and instructors while effectively managing their operations. Your expertise with DanceStudio-Pro will play a crucial part in the studio's success.

Asase Yaa Cultural Arts Foundation
80 Hanson Place Suite 204
Brooklyn, NY, 11217
6464680710
www.asaseyaaent.org

For more information:
Kofi Osei Williams
kwilliams@asaseyaaent.org
6464680710

