

Wednesday, August 28, 2024

## Studio.KB Management Intern

Company: Project.KB  
Location: Brooklyn, NY  
Compensation: \$20/ph

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### Job Description: Studio Management Intern

Position: Studio Management Intern  
Location: Studio.KB, 597 Osborn Street, Brooklyn, NY (On-site)  
Hours: 4 hours per week (Fridays, 3:45 PM - 7:45 PM)  
Contract Duration: September 9th, 2024 to December 20th, 2024 (14 weeks)  
Compensation: \$20 per hour  
Total Hours: 56 hours over 14 weeks

About Studio.KB: At Studio.KB, we are dedicated to fostering a thriving creative community that is inclusive, innovative, sustainable, and accessible. Our mission is to provide access to dance and creative entrepreneurial skills to empower the local community of Brownsville.

Position Overview: Studio.KB is seeking a motivated and reliable intern to assist in the day-to-day management of our dance studio. This position is ideal for a senior high school student, fresh college student, or recent graduate who is passionate about the arts and interested in gaining experience in studio operations. The intern will play a crucial role in ensuring the smooth operation of the studio, from managing rentals to interacting with students.

### Job Responsibilities:

#### Studio Management:

Student Check-In/Out: Manage the sign-in and sign-out process for students, ensuring accuracy and efficiency.

Registration Management: Ensure all students are fully registered for their respective classes and maintain an updated database.

Timely Entry and Exit: Oversee the timely entry and exit of students and staff, addressing any delays or issues.

Online Presence Maintenance: Manage and update the Studio's presence across Instagram, Facebook, LinkedIn, and the website with weekly content updates and engagement.

Flexible Services: Be adaptable to changes and take on additional responsibilities as needed.

#### Studio Rental Management:

Rental Inquiries: Respond to and manage all rental inquiries, handling communications via email and phone.

Contract & Payment Management: Ensure rental contracts are signed and payments are received before confirming bookings.

Scheduling & Calendar Management: Maintain the studio's rental calendar, avoiding conflicts and ensuring smooth operations.

Marketing & Outreach: Promote studio rental availability through online platforms and community outreach.

Reporting & Documentation: Maintain records of rental transactions, including contracts, payments, and customer feedback.

#### Qualifications:

Education: High school senior, early college student, recent graduate.

Location: Ideally a resident of Brooklyn; preference for candidates from Brownsville.

Experience in Studio Management: Previous experience in a similar role is preferred.

Strong Organizational Skills: Ability to manage multiple tasks, calendars, and databases efficiently.

Effective Communication: Strong interpersonal skills for managing student, parent, and client interactions.

Tech-Savvy: Comfortable with social media platforms, basic website updates, and online communication tools.

Attention to Detail: Ensures accuracy in registration, payments, and scheduling.

Community-Oriented: Passionate about fostering a creative and inclusive community in the arts.

*Additional Information:*

This is an in-person position; the intern will be required to work on-site at Studio.KB.

The internship will provide valuable hands-on experience in managing a dance studio and working in the arts sector.

*How to Apply:*

Interested candidates should send the following to [kbcreativedevelopments@gmail.com](mailto:kbcreativedevelopments@gmail.com):

Resume: Include your contact information and any relevant experience.

Cover Letter: Briefly explain why you are interested in this position and how you meet the qualifications.

Video or Reel: Provide a short video or reel showcasing your ability to create engaging content. This could be a sample of social media content, a short promotional video, or any other creative work that demonstrates your skills and creativity.

Contact: For any questions regarding the internship, please contact Kristina Bermudez at [kbcreativedevelopments@gmail.com](mailto:kbcreativedevelopments@gmail.com) or +1 (845) 519-4497.

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Project.KB  
597 Osborn Street  
Brooklyn, NY, 11212  
[www.kristinabermudez.com](http://www.kristinabermudez.com)

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For more information:  
Kristina Bermudez  
[kbcreativedevelopments@gmail.com](mailto:kbcreativedevelopments@gmail.com)

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