

Wednesday, November 5, 2014

Work/Study Internship

Company: Studio Anya
Venue: New York, NY
Location: New York, NY

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Studio Anya is a Mind + Body Healing and Fitness Studio located in Flatiron, New York. As a learning lab, The Anya Method integrates yoga with other practices like Pilates, Thai Massage, Reiki, Neuro-muscular Therapy and AntiGravity® Fitness as the vehicle for aligning with grace in our daily lives.

We are currently seeking committed, hardworking, and customer service- oriented interns to become an integral part of our team. In exchange for one 4.5 hour shift per week, you will have access to free group classes and the unique opportunity to deepen your own mind, body, and spirit connection. Responsibilities include front desk and reception, working with Mind Body Online, marketing projects, and studio maintenance.

Requirements/ Qualifications:

- *3-month minimum commitment. Must sign contract agreeing to terms.
- *Availability to consistently work at least one 4.5 hour shift per week.
- *Knowledge of Mind Body Online and/or prior front desk experience at a Yoga/Pilates studio, Spa, or Salon preferred.
- *Marketing experience with Social Media and Blogging writing skills is a plus.
- *Reliable and trustworthy, well groomed, detail oriented, with a sophisticated phone manner and excellent communication skills
- *Motivated self-starter who has interest and enthusiasm in the growth and wellbeing of the studio, its programs, community, and atmosphere.

Job Responsibilities:

- *Create and maintain an atmosphere of warmth, serenity, and professional integrity in house and over the phone.
- *Manage Front Desk: Utilizing the Mind Body Online System (MBO), sign clients into classes, purchase client packages, maintain and update appointments: schedule, book, change, confirm and/or cancel bookings.
- *Answer Phone, service customers and/or take messages.
- *Assist management with daily maintenance of the studio.
- *Give detailed descriptions of Studio Anya services, packages, and facility features and actively promote its welfare.
- *Promote in-house sales of packages and studio offerings.
- *Run errands when necessary (ie Post Office, Staples, etc.)
- *Answer guest questions and handle concerns in a professional and courteous manner.
- *Responsible for opening the studio and preparing the space, or closing the studio in the evening.
- *Direct clients to proper areas of the studio (ie: group class, private appointment, etc.)
- *Prepare the space accordingly for hourly renters and/or clients.

What we offer:

FREE Anya Method & AntiGravity group classes
Urban Zen oasis working environment – unlike any office you will ever work in!
Opportunity to apply for our work/study program for Anya Teacher Training Program.

How to Apply: Email your resume and a short cover letter describing your experience and interest in interning at Studio Anya to nikki@studioanya.com

Studio Anya
49 West 24th Street
New York, NY, 10010

Schedule
November 5, 2014: 8:00am

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