

## **Assistant Studio Manager**

**Hourly \$15-\$20/hour**

**Reports to**

**Studio Manager and Owner**

**Date**

08/12/2020

### **JOB DESCRIPTION**

#### **Summary/Objective**

The Assistant Studio Manager is responsible for day-to-day operations and overall needs of the front desk and studio schedules, including managing the schedule for the front desk staff. Assisting in client communication and account management while providing excellent customer service to everyone in the space, and driving studio sales are required for success in this position.

#### **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Provide excellent customer service for students and reporting back to Studio Manager or Owner with any student needs or concerns
2. Assist Studio Manager with driving studio revenue through increased membership, packages, workshops and special promotion recommendations.
3. Manage all studio inventory, supplies and equipment which includes:
  - a. Working with company vendors to order equipment and supplies for the studio and manages storage and daily upkeep of said supplies and equipment.
  - b. All merchandise handling; pull items from storage, physically move them, stock shelves, fill displays, use tracking and communication tools, pick, and package products.
  - c. Managing all inventory discrepancies including damaged merchandise, loss prevention and assessing all sales and transactions.

4. Assisting with marketing and media management including, social pushes, marketing studio promotions, workshops, retail and teacher training.

5. Work with the marketing manager to ensure that all promotional material is posted in a timely manner.

6. Manages special events programs, donations, and community outreach.

7. Emergency sub for teaching while working, must always be prepared to teach in case a sub is needed.

### **Competencies**

1. Prior experience in a supervisory position.
2. Strong communication skills.
3. Excellent leadership skills.
4. Must be customer service oriented, with a high attention to detail.
5. Dependable, accountable and responsible.
6. Proactive problem solver.
7. Ability to keep cool and collected in a fast paced environment.
8. Self-Motivated.

### **Supervisory Responsibility**

Stepping into the role of studio manager, managing front desk staff, studio, and assisting instructors.

### **Work Environment**

Work is regularly performed in the studio but may need assistance in remote locations for teacher training set-up, workshops and events set-up and wrap-up, etc.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Lifting boxes, must be able to sub.

**Position Type/Expected Hours of Work**

This is a part-time position. Standard days and hours of work may vary due to business needs.

**Travel**

Job fairs, health and wellness fairs, or travel to other locations, in town, to help set-up.

**Required Education and Experience**

[Indicate education based on requirements that are job-related and consistent with business necessity. See examples below.]

- 1. Previous experience working in a studio environment
- 2. 200 RYT and ability to sub as an instructor as needed

**Preferred Education and Experience**

- 1. Previous management and MBO experience

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_