



### **Eastside Dance Studio Administrator**

Do you love dance and kids? Come join Eastside Dance and help build our community!

We are looking for a Studio Admin who is super approachable, helpful and a self-starter. You will be the face of our dance studio, greeting every family who enters by name and taking as much time as they need to help them feel welcome and answer questions. If something goes wrong, you come up with great solutions for the family. If a dancer is celebrating their birthday, you make sure they are recognized. Eastside Dance is personal and close-knit community; you help build an environment that feels like home for families and staff.

#### **Responsibilities:**

- Greet all families by name to the studio
- Following up with customer emails and phone calls
- Processing registrations & refunds
- Help develop & manage the studio communications
- Create & post social media posts 3-4x/week
- Help facilitate camp activities and other non-dancing studio activities
- Sending parent updates daily after camps & weekly after classes
- Develop new marketing ideas to increase class enrollment & retention
- Develop and execute community building activities at the studio
- Decorate for the season/holiday
- Set up registration in our back-end system for upcoming semesters
- Be an expert in operational procedures and policies
- Help enforce COVID procedures
- Lite studio cleaning
- DOE: Sub or teach classes (at teaching rate)

#### **Needed skills:**

- Excellent verbal and written communication skills
- Enthusiastic, energetic, personable, and friendly
- Passion for dance, kids and helping others
- Team player
- Excellent customer service
- Solution-oriented mindset