



www.CorriesPerformingArts.com  
(562) 201-4947

## **Front Desk Manager Position**

We are looking for a part-time Front Desk Manager. We are a thriving music and dance studio, and we are ready to hire the right support person!

### **Qualifications**

Professional presentation, excellent customer service skills  
Gracious, composed communication style  
Organized, attentive to details, punctual  
Ability to focus in a lively, noisy environment  
Excellent record keeping  
Nurturing, patient, positive personality  
Service/Hospitality oriented  
Must be proficient in Microsoft Word, Excel and Publisher  
Must have familiarity with Google Drive  
Experience in a performing arts setting is a plus  
Knowledge in Social Media Management  
Experience in administrative work for minimum 1 year  
Availability 3:00pm-6:00pm minimum 3 days a week (Mon-Fri), hours somewhat flexible

### **Responsibilities**

Prepare studio space for classes (i.e. basic cleaning, organize teacher station, set up materials)  
Provide reception services to families  
Respond to basic email inquiries  
Create memos, maintain studio calendar, collect payments, track student attendance  
Make weekly bank deposits  
Data entry and updates using Dance Studio Pro  
Manage Facebook and Instagram accounts  
Supervise the transition between classes  
Serve as gatekeeper for young children  
Serve as information center for parents and students  
Alleviate administrative tasks from teachers, so they can focus on teaching  
Enforce dress code and other studio policies  
Aid the owner/teachers with recital elements (costume and recital details, parent volunteers, etc.)  
Help provide our students with the best possible studio experience

### **Compensation**

\$15/hour

### **To Apply:**

Please send a resume and cover letter to [Corrie@corriesperformingarts.com](mailto:Corrie@corriesperformingarts.com)