

Dance Place Seeks a Studio Manager

Dance Place, a nationally recognized cultural arts center in Washington, DC, seeks a part-time Studio Manager to oversee evening programming including adult dance classes, front desk sales, and coordinate studio rentals. This is a 30 hour per week, salaried, year-round position with benefits. Work hours are generally weekday evenings and Saturdays with occasional additional work for special events. The Studio Manager reports to the Operations Manager.

Dance Place is an equal opportunity employer. Dance Place believes that people of color, people in the LGBTQ+ community, people with disabilities, and women must be centered in the work we do. Hence, we strongly encourage applications from people with these identities or who are members of other marginalized communities. Strong candidates will work in alignment with Dance Place's [mission and values](#), be welcoming to people of all identities, including artists, adult dance class students, audience members, and the youth of our robust education programs.

Title: Studio Manager

Number of hours per week: 30

Department: Operations

Immediate supervisor: Operations Manager

Salary: \$26,910 annually

Benefits: Dance Place offers our part time employees extensive paid time off, self-managed mental health and medical leave, a (401) K plan, and pre-tax travel benefits. Employees are able to take class and attend Dance Place performances for free.

Position Overview

The Studio Manager oversees the use of studio spaces for The Dance Place School, studio rentals, and use by Dance Place artists and programming. Typically stationed in the lobby of Dance Place, the Studio Manager often will be the first representative of Dance Place that our patrons encounter, and should be a warm, welcoming, friendly steward of our space. An ideal candidate for this role will demonstrate excitement and enthusiasm about interacting with the many people who call Dance Place home. Responsibilities include overseeing data entry, schedule management, and in person patron support.

Studio Manager Essential Responsibilities

- Communicate regularly and warmly with students of all ages regarding classes, payments, MindBody accounts, and other Dance Place programming.
- Oversee and ensure accuracy of all data entry into MindBody for youth and adult classes.
- Manage the Class Host schedule. Class hosting shifts are staffed by interns, work/study, volunteers, and the Studio Manager.
- Ensure lobby and studio spaces are clean and welcoming at the onset of each shift.

- Manage the rental schedules for Brookland Artspace Lofts Studio, Hyman M. Perlo Studio and Edgewood Arts Center.
- Correspond with potential and current renters to schedule space tours and coordinate space usage for Dance Place affiliated artists and renters.
- Prepare rental agreements and process/record all relevant rental payment and refunds.
- Create end of month report for rental payments at Edgewood Arts Center.
- Collect and report maintenance requests in a timely manner to Operations Manager and Monroe Street Market.

Required Skills/Qualifications:

- Strong interpersonal communication and customer service skills
- 2-3 years of relevant professional experience a plus
- Proficiency in Google Suite (docs, sheets, forms), Mindbody, and other office software preferred
- Attention to detail with excellent time management skills
- Ability to work autonomously and in teams in a fast-paced environment
- Highly organized and creative with deep enthusiasm for the arts

Due to the in-person nature of the position, those who wish to apply for this position will be *required* to be vaccinated against COVID-19. The second vaccine dose must be administered two weeks prior to the official start date at Dance Place, and the applicant should be prepared to show proof of vaccination upon request. Each candidate will also be required to comply with Dance Place's current COVID-19 policies and procedures including the utilization of a face covering that covers both the nose and mouth while indoors on campus, following a standardized check-in/out procedure for contact tracing purposes, and adhering to frequent hand sanitization to prevent the spread of illness. The aforementioned policies are in compliance with the *DC Mayoral order 2021-099**.

HOW TO APPLY:

To apply, send a letter of interest and a resume to employment@danceplace.org.

Applications will continue to be accepted until the position is filled, with a priority application date of Wednesday, October 13. No phone calls please.