

Customer Service /Assistant to Studio Director:

Part Time - position at Encore Dance Wellington, Wellington KS.

Awesome opportunity for energetic, positive, team player! Must have excellent communication skills and a genuine interest in dance and a love for working with children and families.

Hours: Ideally Monday - Thursday: 4:00-7:00 (*Open to flexibility by evening/duties*) Approx. 10-15 hr/wk. *Starting: \$8.00/hour - wage will increase with experience and qualification.*

Basic Qualifications:

- Must be reliable, punctual, dependable, and professional.
- Greet and welcome parents and dancers with a smile!
- Excellent communicator - written and verbal. Will be point of contact for all in-studio questions.
- Assisting the Studio Director with daily, weekly and monthly tasks and projects through the season. Including: Willing to learn dance studio management software, and pull weekly and monthly reports. class registrations, applying payments, organizing apparel orders, assistants/coordinating costuming, checking inventory, distribution of costumes, etc. (*Pay increases with responsibilities and duties.*)
- Assist Instructors with attendance and communication as needed.
- Comfortable with a variety of office duties, including answering the phone, retrieving voice mail, studio office SMS, and returning phone calls to prospects.
- Responsible for maintaining the cleanliness, sanitation, appearance of common studio areas, and keeping all supplies stocked. Includes seasonal decorations, cleaning duties, and running studio errands as needed.
- Must have experience with Google Drive (Docs, sheets, forms.)

Additional Opportunities: (*Pay increases with duties/expertise.*)

- Marketing/Communication: Willing to learn newsletter service, canva design, and studio communication digital platforms.
- Assistance with Studio Website and Digital Media
- Coordination/Supervision of Studio / Community Events.
- Substitute Classes if needed, dance experience necessary.
- Additional Office Management Duties as qualified

HOW TO APPLY:

EMAIL resume /relevant experience / availability to: info@encoredancewellington.com

Or MAIL to: Encore Dance Wellington 316 S. Washington Ave. Wellington KS 67152

No Phone Calls or social media please.