



## **Office Coordinator**

Are you the right person for the team?

- ✓ Our team members are self-motivated, engaged, and confident.
- ✓ They lead with confidence and kindness.
- ✓ They enjoy talking with people and helping them navigate different situations and challenges?
- ✓ Are you able to learn and work independently with little supervision?

## **Apply today!**

The Office Coordinator is responsible for keeping the studio office running smoothly and overseeing the business's daily operation. A successful candidate will be positive, energetic, patient, and enjoy working with children and families. The ability to multitask and work in a busy and distracting environment is vital. Excellent verbal and written communication skills are a must. This position encompasses a wide range of duties and responsibilities, including but not limited to:

- Receive payments, record transactions, and maintain student files.
- Assist teaching staff in keeping classes running smoothly.
- Effectively interact with potential customers, parents, families, and dancers.
- Communicate via email, phone, social media, and text with prospective and current students and families.
- Register new students and manage their onboarding journey to help them acclimate to the studio.
- Assist with studio events such as recitals, performance field trips, and parties.
- Assist with marketing and social media.
- Navigate multiple software, including Microsoft Office and Google Docs plus industry specific program.
- Manage schedules and calendars for staff and students.
- Other duties as needed to enhance the overall success of the studio business.

Medina Centre for Dance Art has been the lead dance educator in Medina County for over 20 years. This local dance school services 400+ students a year through its fantastic staff's hard work and leadership. As a leader in the Medina historic business district, MCDA is active, engaged, and supportive of the local community.

The work hours are afternoon/evening and/or weekends.

Send resume and cover letter to:

[Jobfordance@gmail.com](mailto:Jobfordance@gmail.com) attention Kelly.

