



inspiring creative minds through music

Job Description: Studio Manager

Purpose of Melody Magic

In existence since 2003, Melody Magic Music Studio has grown to become a highly-respected music school serving children in the Richmond, Virginia community. Melody Magic offers a uniquely structured musical learning experience for children of all ages, beginning at birth.

We believe that music classes and lessons can instill a high level of confidence in young children, which allows them to explore and tap into creativity. We seek a high level of connection for families and children, knowing that being connected boosts inspiration, love, and belonging. We inspire our students to love music and enable them to make music for all their lives. We seek to accomplish this goal with warm and excellent teaching as well as a vibrant and exceptional experience from start to finish with every member of the Melody Magic team, in every aspect of our program.

Our mission is to use music to help today's impressionable children grow into outstanding adults of tomorrow.

Purpose of Role

We are seeking a capable and committed Studio Manager who is highly organized, attentive to detail, skilled at communicating, and finds joy in serving and supporting others.

In this part-time role, you will support the Owner of Melody Magic to achieve the vision of the studio by coordinating behind-the-scenes details, providing communication support, handle scheduling of lessons and previews, supporting the teachers, and other duties as assigned.

Outcomes and Measurements of Success

As a Studio Manager you will use your organizational talents to ensure that our internal operations run smoothly and effectively, with ease and grace. You are bringing your skills to a business who strives to see our teachers thrive professionally, and our students grow and

flourish musically. We accomplish this as we provide a high level of support and encouragement to teachers and families alike.

Why this role could be exciting for you...

- Be pivotal in helping a small business grow and flourish
- Be part of a dynamic and fun team that works closely together
- Get to know wonderful kids and families
- Thrive in a positive, joyful atmosphere each and every day

In this role you will:

- Work closely with the Director to ensure that all internal operations run smoothly and on schedule
- Delight our teachers and families, exceeding their expectations with excellent service, responsiveness, and communication
- Update calendars, flyers, recital documents, and various forms for students and teachers in a timely manner
- Answering phone calls and returning messages promptly
- Help coordinate behind-the-scenes details for our studio in such a way that we exceed expectations, add value to the experience people have with us, and make the lives of teachers, students, and parents easier
- Learn our software to enroll students, schedule lessons, and process registrations with cheerfulness, responsiveness, and speedy efficiency
- Track enrollment details
- Maintain the cleanliness of the studio

This job is for you if you...

- Can enthusiastically embrace and embody our studio values that we have for our students to be: Confident. Creative. Connected. Inspired. And Loved through music.
- Enjoy being around children and parents
- Have excellent communication skills and are friendly, outgoing, and personable
- Can quickly learn computer software and are tech-savvy
- Are a resourceful problem-solver who can jump in and try to find solutions
- Thrive on responsibility with a determination to exceed expectations and accomplish tasks in a timely manner with the utmost professionalism.
- Look forward to assisting in facilitating a truly amazing experience for teachers, students, and families.
- Have a passion for excellence, the ability to prioritize and multi-task, and an eye for detail

- Are dependable and trustworthy.

Job Details

Start date: As soon as possible

Hours per week: 30-32

Sample schedule (can be adjusted):

Monday: 10:30-6:00

Tuesday 2:00-6:00

Wednesday 10:30-6:00

Thursday: 10:30-6:00

Friday: 2:00-6:00

Location: Melody Magic Music Studio, 3041 Lauderdale Drive

Rate: \$18/hour; no benefits or PTO