

Arrow Dance Studio

Executive of Operations Job Posting

Arrow Dance Studio Executive of Operations Part time

Enchanting Experience in Every Detail

Our studio is meant to be a second-home for all of our dancers; a place where students can be themselves, feel supported to succeed and fail, set huge goals, work hard, and learn life long skills and professionalism to take with them for future endeavours. Our studio stands on excellence of technique and mindset. We create professional dancers with strong mindsets so that they can conquer any of life's challenges.

We are seeking an organized and committed individual who is passionate about building relationships and making an impact. The ideal person is someone who is responsible, reliable and self motivated. He/she must also be an outstanding communicator, master implementer, a dedicated team player and have good leadership skills.

In this role, you will support the Director's vision by ensuring the day to day operations stay on track and run smoothly. You will provide an outstanding customer experience, ensure projects run efficiently and on time, and communicate with the whole team to ensure cohesion and full engagement on each project.

Attributes for Success

To be successful in this role you must demonstrate that you have:

- A true desire to make a real impact. You adore connecting with people and making them feel valued.
- A desire for ongoing learning both professionally and personally.
- A natural and welcoming approach to forming relationships with parents. You are warm, approachable and confident when speaking with parents. They respect your ability to communicate with ease and make them feel part of the studio family.
- An efficient and organised work ethic. You love nothing more than to be over-prepared, organised and detailed.
- You are a master implementer taking larger than life ideas and bringing them into reality with time efficient systems and processes.
- You have a passion for arts and people. You understand the value and impact of the arts and want to align yourself with sharing the transformational experience with all.
- Commitment to the Team. Our team is the core of everything that happens at Arrow Dance Studio. You are generous, creative and caring towards your fellow team members which uplifts the entire studio. You take responsibility for your needs and communicate them clearly and kindly.
- A passion for excellence always going above and beyond what is asked and holding yourself to a high standard.
- Great Tech Skills. You will need to work across a variety of platforms and have a passion to learn new skills and marketing strategies.

The Essentials

- Strong computer and admin skills
- Growth Mindset
- Current Police Check
- Organized and amazing at tying loose ends

Hours of work: flexible hours. 5-10 hrs per week starting, both in-person and virtual.

Salary: Starting Wage \$15/hr

Job Commencement: Immediately

To Apply:

If this opportunity lights you up, please apply by completing the following:

1. Complete the application at this link: <https://forms.gle/9wNMHWL2ysB2SFHfA>
2. Send a 2-min max video introducing yourself to arrowdancestudio@hotmail.com
3. Send a 2-page max google doc outlining how you meet the criteria and why you are the right person for this job to arrowdancestudio@hotmail.com

We are a rapidly growing studio. With the right person this role has potential to grow to more hours, pay and responsibility based on performance and results.