



778.678.4888 | alivemindbody@gmail.com | Suite 301, 1821 Cook Street, Victoria, BC V8T 3P5
www.alive-mindbody.com

Studio Manager Job Description

Alive Mindbody is hiring a fulltime, Studio Manager, focused on people, services & operations. Alive upholds its grassroots approach to being guest focused, social, smiley and a little cheeky. This role involves planning, directing and overseeing all studio functions.

Studio Manager

26-38 hours/week

5 Shifts per week including weekend availability

Start Immediately

This role is epically diverse, exciting, and dynamic; and includes tons of room for growth, support, advancement, personal initiative, and professional development. This person will work directly with the Owner, Creative Director and Administrative Manager, to collaborate and communicate ideas to help build momentum in one of Victoria's premier and well-loved movement studios. At the forefront of group fitness, Alive is growing, receiving praise and accolades, and we need a with-it, positive minded individual to help support our growth! Someone who is committed long term to our vision and most importantly, our community. This is a long term, amazing career opportunity!

Studio Manager duties will include:

- Managing and maintaining Karma Volunteers & Karma program
- Working directly with the Owner to recruit, hire and train staff including Instructors
- Assist Owner with continual development, feedback and education for staff
- Dedicated follow up with guests; account issues, questions, concerns, feedback and praise
- Oversee day-to-day of the studio including scheduling shifts, maintaining inventory levels, guest experiences, product awareness, capacity levels, attendance and studio appearance
- Regular reporting on operations, budget, goals, & growth
- Quarterly programming with follow through on implementation of services and personnel requirements
- Establishing social media timelines & working with the Creative Director on content, media, marketing projects, photoshoots and other creative projects
- Assisting Creative Director with retail and branded studio gear
- Retail operations, processes, procedures, and inventory management
- Attending classes, researching and experiencing fitness trends and innovations
- Assist in organizing and attending parties & events

sweat. smile. repeat.

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- Ensure the studio is clean, stocked and organized
- Educate and uphold team members accountability to brand standards
- Act as an owner and brand ambassador pumped to brag about the studio and it's innovative methods to partners and potential customers
- Be the hostess with the mostess, and prepare the studio for events and workshops
- Cultivate brand partnerships

The chosen candidate will possess the following skills & attributes:

- You LOVE people! You love making their day, calling them back, emailing them, making them laugh, listening to them and following up with them!
- You enjoy a dynamic workplace and can shift roles easily from administrative and creative to guest services
- You have excellent organizational skills and a knack for big picture thinking while managing the small day to day details
- You have your thumb on the pulse, enjoy fitness trends and trying new things
- You're not afraid of change and blazing the trail
- You attack problems with an entrepreneurial and solution-minded attitude
- You have a fondness for social posting and engaging
- You embrace a combination of candor, humour and work hard ethic that ambassadors our brand
- You're a savvy conversationalist and can give and receive feedback
- You have exceptional follow up, time management, follow through and scheduling skills
- You have the ability to stay self motivated and work well to task completion
- You adore group fitness classes!

Applicant Requirements:

1. Completed at least 1 form of **Secondary Education** in Management, Coordination, Fitness, Communication, Athletics, Marketing, Kinesiology, Business or similar
2. You must have **Guest Service experience**
3. Have **experience scheduling, coordinating and managing tasks and people**
4. A **flexible schedule** that can include some mornings, evenings and weekends
5. The desire and completion of **ongoing education** and development
6. **Regular participation** in classes at Alive Mindbody upon being hired

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The Following are considered very strong assets:

- Experience with **Mindbody Software**
- An **enjoyment & some form of training in Group Fitness**
- Administrative/Front Desk experience**
- Knowledge of Canva** or similar online content building platform
- Experience with email newsletters and/or blogs**

Compensation

The Studio Manager will be paid a combination of an hourly wage & on a monthly bonus structure. The Studio Manager will receive a complimentary membership to all classes and free access to any Specialty classes, Registered Series and Certifications that Alive offers. The Studio Manager is entitled to 3 weeks paid vacation upon being hired. Our health benefits program is offered immediately upon being hired. There will also be generous perks for fitness involvement, ongoing education and staff training including a professional development yearly honorarium.

Studio Manager Job Application

Applications must include:

- 1) A cover letter
- 2) Resume that includes 2 references

Application open until suitable candidate is hired.

Only complete submitted applications will be reviewed.

Please email your application to Kristen at kristen@alive-mindbody.com.

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