



inspiring creative minds through music

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## **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 strong connection with 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 of 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 with families, enjoys being part of a team, and finds joy in serving and supporting others.

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

### **Description of Role and Responsibilities**

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 by providing a high level of support and encouragement to teachers and students alike, and, for our students not yet out of school, to their parents as well.

In this role you will:

- Work closely with the Owner to ensure that all internal operations run smoothly and to schedule

- Delight our teachers and families and exceed their expectations with above-and-beyond service, prompt responsiveness, and communication
- Update calendars and forms for students and teachers in a timely manner
- Assist with planning, executing, and following up with various Kindermusik and music lesson events throughout the year so that we have plenty of time to prepare, the event runs smoothly, and loose ends are tied up afterwards
- 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
- Be available to assist with returning calls, scheduling students, and processing registrations with cheerfulness, responsiveness, and speedy efficiency
- Interact with other team members in a positive, supporting manner than encourages team work
- Provide support at public events occasionally
- Schedule lessons, take registrations, take payments, create documents for recitals & events
- Handle specific customer requests about scheduling, registering, etc. with ease
- Monitor supplies and order as needed
- Cleaning of all studio spaces to ensure quality cleanliness at all times including vacuuming, bathroom sanitization, dusting, garbage removal
- Run errands for supplies as needed

## **Attributes of Success**

We desire to hire a Studio Manager whose heart resonates with the mission of Melody Magic and who will roll up their sleeves, take initiative and ownership, and dive in wholeheartedly. To be successful in this role, you must demonstrate that you have:

- A true desire to serve and a heart for others
- A passion for excellence
- A willingness to take initiative and exceed expectations
- An eye for detail
- An ability to prioritize and get things done
- A knack for accuracy and consistency
- A skill for functioning as an effective team member
- An aptitude for technology

## **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.
- Are a resourceful problem-solver who can consider multiple points of view and offer a creative, cost-efficient, value-added solution.
- Desire to provide the highest level of service possible because you truly love helping and supporting others.
- Thrive on responsibility with a determination to exceed expectations and accomplish tasks in a timely manner with the utmost professionalism.
- Delight in managing the details that are so essential to our business running smoothly and easily.
- Look forward to assisting in facilitating a truly amazing experience for teachers, students, and families.

- Enjoy helping others stay organized and on track.
- Thrive as part of a dedicated team that supports each other.
- Are completely dependable and trustworthy, with excellent communication skills
- Enjoys being around children.
- Have a proficiency in English (oral and written)
- Has proven work experience as an admin or front-end reception

## Job Details

Start date: As soon as possible

Hours per week: 20-22 hours on average, (with possibility of increasing over time)

Possible schedules:

- A. Monday 10:00-12:00, 3:30-6:00  
Tuesday 10:00-12:00, 3:30-6:00  
Wednesday 3:30-6:00  
Thursday 10:00-12:00, 3:30-6:00  
Friday 10:00-12:00, 3:30-6:00
  
- B. Monday 3:00-6:00  
Tuesday 10:00-6:00  
Thursday 3:00-6:00  
Friday 10:00-6:00

Location: Melody Magic Music Studio, 3041 Lauderdale Drive

Rate: \$15/hour

**If this feels like an opportunity that would bring you happiness, fulfillment, and growth, please complete the following steps:**

1. Complete the application found at this link: <https://forms.gle/dSJdnceKmh628tWn6>
2. Write a cover letter addressing how you meet the criteria above. Email the cover letter and your resume to the owner at [katherine@melodymagicmusic.com](mailto:katherine@melodymagicmusic.com)