



### **Assistant Studio Manager, Job Description**

Good Moodra Yoga is excited to announce we are looking to add a part-time Assistant Studio Manager to our fam! We are a boutique Mat and Trapeze Yoga studio in Anaheim, CA just south of Placentia. We opened our doors officially in 2021, and since then, we have been helping hard-working, health-conscious people change their perspectives about fitness and health. It should be a lot of fun! And with the Yoga Trapeze, it is. Every single time.

Good Moodra Yoga offers a safe, challenging, and FUN environment for our community to find their fitness family, from beginners who've never stepped foot into a studio to more advanced yogis who are looking to add more fun to their routine. We value respect, accountability, genuine human connection, and life-long learning.

### **Position Details**

In close collaboration with the owner, the Assistant Studio Manager will be a vital part of growing our membership base and retaining current members. They will be focused on sales and customer service, creating the ideal environment for our students and future members, while fostering a close community who care about and value each other as an integral part of our family. The role consists of 70% sales and 30% staff and operations management.

### **Requirements**

- Out-going, friendly and focused on the company's vision and goals
- Sales-oriented with a minimum of 1 year sales experience
- Ability to thrive in a start-up environment that is fast-paced and ever-changing
- Flexible schedule, available to work evenings and weekends
- Ability to recognize opportunities and make changes independently, using good judgment
- An affinity and passion for wellness and building community
- Highly organized, proficient in data management
- Detail-oriented with a strong sense of urgency without sacrificing accuracy
- Trustworthy and maintains confidential information
- Punctual and reliable

### **Ideal Skills and Certifications**

- 200hr RYT
- Digital Marketing Aptitude

## **Responsibilities**

- Manage and maintain the studio cleaning, restocking, and ordering supplies
- Create and cultivate a strong community for our students and instructors
- Greet students and check them into class, sell them memberships and retail items, give tours of the studio, and help them see they are valued
- Respond to phone calls, text messages, and emails in a friendly, professional capacity
- Follow up with students via phone and text message to sell memberships and return passes
- Proactively address issues or potential issues using good judgement and foresight
- Prepare social media posts and other marketing as needed
- Write and maintain procedure manuals as needed
- Train current and future front desk staff
- Manage and organize studio and staff events from start to finish
- Any other assigned tasks and duties as needed

## **Compensation and Benefits**

- Competitive pay
- Supplemental health insurance
- Free studio membership and guest passes
- Discounted goods and events

## **Job Type**

- Part-Time
- Evening and Weekend Availability