



STUDIO ASSISTANT

The Lane School of Music is hiring organized and enthusiastic STUDIO ASSISTANTS (up to 3) to join our team at our Leaside, Danforth East and Bloor West locations!

Responsibilities include, but are not limited to:

- Respond to inquiries of current and prospective students by email, phone, and in-person
- Social media posting
- Liaise with administrative and teaching staff
- Check vaccination status of students and parents/caregivers attending in-person lessons
- General on-site maintenance of our space

The right candidate will be:

- Well-versed in Google Workspace programs (Gmail, Docs, Sheets, etc.)
- Organized, efficient, and responsible
- Have a general knowledge of music school operations
- First Aid training is an asset

Compensation and hours:

- Starting rate: \$16/hr
- Hours at all locations include afternoons, evenings and weekends (a minimum of 3 shifts per week is required)
- Contract will run from March 18-June 30, 2022, with option to extend

Please note:

- Proof of COVID-19 vaccination will be required
- Successful applicants will need to submit a Vulnerable Sector Check
- Perks include access to daytime practice space!

Interested applicants should apply with a cover letter and resume to Isabella Czynnyj at isabella@laneschoolofmusic.com.