

The Lane School of Music is hiring organized and enthusiastic STUDIO MANAGERS (upt to 5) to join our team.

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
- Assist with writing the monthly newsletter

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 operation
- First Aid training is an asset

Compensation and hours:

- Starting rate: \$16/hr
- Hours at both locations include afternoons, evenings and weekends (a minimum of 3 days per week is required)
- Contract will run from late October to December with option to extend

Please note:

- Proof of COVID-19 vaccination will be required
- Perks include access to daytime practice space!

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