



## EMPLOYMENT OPPORTUNITY

Studio Coordinator Position (Part Time On-call)

Organization: Soundhouse Studios - [www.soundhousestudios.com](http://www.soundhousestudios.com)

Location: Vancouver, British Columbia

Soundhouse Studios is seeking a friendly and resourceful individual to fill this role. We are in need of additional staff to help on an as-needed basis. Must be willing to work some late-night hours. We are specifically looking for someone who thrives in a self-directed environment and works proactively.

## What Can Soundhouse Offer You?

Soundhouse Studios is a small business that uniquely combines the vision of an upscale music rehearsal studio with exceptional customer service. As such, we offer a work environment that allows self-direction, that rewards good ideas and initiative, and that gives you a chance to be part of a rapidly growing small business at the ground level.

You'll also find opportunities to apply a wide range of skills to your work. For example, you will likely balance a number of different roles within Soundhouse, including bookings, room turnover, events, developing/managing relationships, and social media marketing. You will have an opportunity to directly impact the growth of this business and gain experience in a hands-on environment.

## Summary of the Studio Coordinator Position

The successful candidate will work with the owners and staff of Soundhouse to help run the business and will help to project a friendly and competent face of the studio. It's very important that the person in this role be self-reliant and able to work independently in an effective and professional manner, and be able to make sound and competent decisions. We realize and fully appreciate the importance of great customer service and expect the Studio Coordinator to help us deliver this to our customers. The work of the Studio Coordinator will focus on:

- Customer Service: taking bookings and managing scheduling, taking payment, managing room turnover (including setting up rooms & gear)
- Running events in the mezzanine space
- Keeping the studio looking professional and clean
- Giving tours of the studio and conducting relationship-building
- Equipment maintenance if possible (this is an asset but not required)
- Social media outreach

With this in mind, it's important to note that Soundhouse is evolving very rapidly and the candidate's responsibilities may be more varied in the future. We're looking for a savvy candidate who can keep up with the fast pace of change and development and help us grow our company.

## What can you offer Soundhouse Studios?

### People Skills

You must have the ability to communicate and connect with a wide range of people in a friendly yet professional manner. We're looking for:

- experience providing *awesome* customer service and/or experience in the music industry
- an instinct for tailoring your message to your audience
- a good sense of humour and ability to relate to people
- an interest in keeping customers happy
- ideally you will have experience working with minimal supervision and/or in a self-directed capacity, or be very self-directed.

### Flexibility and Resourcefulness

You should be well aware of, and comfortable with the unique challenges of working in a small business. We're looking for:

- a demonstrated ability to find resourceful and practical solutions to all manner of challenges
- past experience handling administrative or operational tasks, such as working with databases and/or with sensitive information

### Smarts

You should be able to think on your feet and manage competing priorities with grace. We're looking for:

- attention to detail (you must be able to produce accurate work with minimal supervision - this is very important to us)
- you must be familiar with Microsoft Excel and Word
- you must be able to work on a Mac computer (advanced knowledge isn't required)
- basic music equipment knowledge

### Drive

You should be a self-driven individual who excels at working with minimal supervision. We're looking for:

- demonstrated time management and self-organization skills, especially when not under constant management/supervision
- the ability to go above and beyond the minimum requirements of the job
- a knack for managing multiple demands while remaining focused on priority tasks
- evidence of a strong work ethic and initiative
- the ability to problem-solve and turn a negative situation into a positive one
- a quick learner, who is passionate about learning new things and growing
- able to lift at least 60 pounds (some of our sound equipment is heavy!)

### And above all else...

We are looking for someone who we like on a personal level, who is dependable, very trustworthy, and has a positive outlook.

## Hours and Pay

Pay is \$10.25/hour + 4% vacation pay, and we also offer studio perks to our employees. Shifts will be on-call (most of the time with advance notice) and could occur anytime during the week because we are open every day of the week. You must be willing to work some late-night hours. We don't expect you to be available 24/7 but someone with a flexible schedule would probably be a good fit. Hours will be sporadic to start (5-10 hours/week), but when our current staff are on their holidays, hours will go up significantly.

## Interested in Applying?

A detailed resume and a cover letter explaining why we would benefit from hiring you should be submitted electronically in Word (.doc) or PDF format.

Email to: [karen@soundhousestudios.com](mailto:karen@soundhousestudios.com)

Application Deadline: **Wednesday, March 4, 2015**. Applications will be reviewed daily so early applications are encouraged.

Start Date: Mid-March

*Soundhouse Studios is an equal opportunity employer. We thank all applicants for their interest but only those selected for an interview will be contacted.*