



EMPLOYMENT OPPORTUNITY

Studio Assistant Part-Time

Soundhouse Studios is seeking a bright and resourceful individual to be our new Studio Assistant. Currently we have a need to fill 5-15 hours a week, noting that hours may change as we become busier. Note that we promote almost exclusively from within and the right person may be promoted within a year.

What Can Soundhouse Offer You?

Soundhouse Studios is a small business that combines the vision of an upscale music rehearsal studio and event space with exceptional customer service. As such, we offer a work environment that allows self-direction, rewards good ideas and initiative, and gives you a chance to be part of a growing small business. We also provide mentorship opportunities for staff interested in small business growth and operations.

Summary of the Studio Assistant Position

The successful candidate will help to project a friendly and competent face of the studio and help with day-to-day operations. We realize and fully appreciate the importance of professionalism and great customer service and expect the Studio Assistant to help us deliver this to our customers.

You'll also find opportunities to apply a wide range of skills to your work. You will have an opportunity to impact the growth of this business and gain experience in a hands-on environment.

The work of the Studio Assistant will focus on:

- Customer Service: taking bookings and managing scheduling, taking payment, managing room turnover (including setting up rooms & gear)
- Preparing for events in the mezzanine space
- Keeping the studio looking professional and clean
- Relationship-building
- Equipment maintenance and upkeep
- Social media outreach and content generation

What can you offer Soundhouse Studios?

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:

- A strong work ethic
- Someone who takes initiative
- An approachable and friendly personality, and an ability to relate to people in a positive way
- Attention to detail (accuracy is *very* important to us)
- You must be able to work on a Mac computer (advanced knowledge not required)
- Basic music equipment knowledge
- Able to lift at least 60 pounds (some of our sound equipment is heavy!)
- Ideally, you know what good customer service looks like and are happy to deliver this to a high standard
- Dependable/reliable

And above all else...

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

Hours and Pay

Pay is \$12/hour + 4% vacation pay, plus studio perks. Soundhouse is open 7 days a week so shifts will be at a variety of different times depending on the booking schedule and when our other staff schedule time off. It will likely be evening shifts, but potentially some mornings and weekends as well.

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@soundhousetudios.com

Application Deadline: **Wednesday, October 11, 2017**. Applications will be reviewed before the deadline so early applications are encouraged.

Start Date: Mid-October

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