

Assistant Dance Centre Manager Decidedly Jazz Danceworks (DJJ)

DJJ is unique, and one of only a handful of dance organizations globally that is driven by a jazz mandate. We are a concert jazz dance company, constantly innovating and evolving the art form. We are also Calgary's largest dance school, offering a wide variety of classes for all ages and abilities, from beginner to professional. Our professional training program is designed for those aspiring to have a career in jazz dance.

In 2016 we opened the stunning DJJ Dance Centre, which has become a dance hub in our city. We exist to contribute meaningfully to the future of jazz dance. Our community is wide and inclusive. We believe in human connection, personal expression, and the dignity of all people. We believe in dancing to music, with bent knees and movement in our torsos, we embrace improvisation, rhythmic sophistication, the individual, and the community.

About the Role

The Assistant Dance Centre Manager will assist the Dance Centre Manager in the operation, management and customer service aspects of the DJJ Dance Centre.

About You

You are customer experience savvy with three+ years of management experience and great leadership skills. You are also friendly, outgoing and attentive with outstanding problem-solving skills. You thrive working with a team in a fast-paced environment. You have a love of dance and appreciation for the arts.

What You Will Do

As the Assistant Dance Centre Manager, you'll be responsible for the following:

- Working with the dance school team to provide an outstanding customer experience & dance programming
- Assisting with the management and operations of the DJJ Dance School
- Assisting with the recruitment, scheduling & management of part-time staff
- Liaising with software vendors for training and troubleshooting
- Delivering daily, weekly, monthly, and ad hoc reporting on customer behavior, trends and programming recommendations
- Managing the Children's Bursary Program
- Providing administrative support to the Professional Training Program & the Youth Training Program

- Manage daily and monthly cash controls and reconciliations
- Managing facility operations vendors
- Assisting with DJD's annual fundraising events
- Helping to enrich citizens' lives through the joy of dance

What You Will Bring

- Three+ years of experience in management and customer service
- Exceptional problem-solving skills, with the ability to think both creatively and strategically
- Strong administrative skills
- Experience in Mindbody system management is an asset
- Adaptability, flexibility, creativity, and the capacity to function effectively in a fast-paced and active team environment
- Proficiency in a Mac-based environment and Microsoft Office
- Experience with database management
- POS systems/cash management experience
- Excellent written and verbal communication skills
- Passionate and knowledgeable about dance is an asset
- The ability to work under pressure and coordinate numerous activities and groups of people who need to cooperate to achieve maximum efficiency and results
- The ability to develop strategies, set goals, create and implement action plans, and evaluate processes and results.
- Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations to resolve issues

Additional Details

- Annual salary of 55,000-60,000 dependent upon skills, education and experience
- This position will be worked on-site at the DJD Dance Centre located at 111 12 Ave SE Calgary, AB
- After initial probationary period employees will receive an employer paid benefits package that includes health and dental coverage
- Employees will receive three weeks paid vacation, plus three paid days off during the holiday season

Please apply to Kirstin Anderson at careers@decidedlyjazz.com by July 8. Please reference "Assistant Dance Centre Manager" in the subject line. Apply with a resume and cover letter which addresses the following: your management experience, why you want to work in the arts and what experience you have with customer service.