



JOIN A WONDERFUL TEAM OF CREATIVE PROFESSIONALS IN TORONTO...

Most administrators are great at learning and implementing new processes, software, and systems. And so are you! You find excitement in connecting the dots between the people and the backend set up of a business. You are passionate about effective communication, organization, and even sales. You know that being behind the desk is one of the most important roles in any business.

You pride yourself on being able to support the team in keeping everything running smoothly and connecting clients to the right programs and people.

But most of the time, these skills and jobs ignore your artistic background and passion. They feel very corporate or lonely as a remote worker. Often, you feel micromanaged and not able to excel in your role because you aren't given the clear instructions and communication to do the job well without someone watching over you at all times.

But, what if you found an administrative job in an arts based organization? A position where the knowledge and skills you learned growing up as a dancer can be put to use alongside your amazing computer talent? What if you found a dance studio with a full leadership team to support you and the systems in place to allow you to do the work well without constant oversight? What if you felt part of a community that cares and nurtures artists from babies to professionals? Where you could use your administrative skills to help kids discover the amazing wonders of dance?

YOU'LL KNOW THIS JOB IS FOR YOU IF...

- There's no greater feeling of accomplishment for you than crossing things off a to-do list
- You pride yourself on having a detail oriented mind
- You're not just an administrator, but interested in working with children in an arts based environment

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- You love working with people, connecting to clients as well as being part of a community at work
- And you are ready to be part of a great team of people that are making a difference in the lives of countless children

WHAT WE'RE LOOKING FOR IN OUR WONDERFUL ADMINISTRATOR...

This PART-TIME administrative position is a perfect fit for someone who loves to work with people - adults and children, is great at making connections, can communicate with confidence and clarity, is at home on a computer, can manage themselves through tasks, and is comfortable in a sales role.

****Important:*** *This position is more than just sitting at a desk. We're looking for someone to cultivate positive relationships with our community, and be an innovative and creative member of our team!*

We believe in supporting each other. That not only means getting all the information and resources you need to do your job effectively, but also a leadership team and teammates that care and respect your life and dreams outside of the job. And we really believe that we are changing the lives of the children we teach, which cannot be done without the work of the administrators. But, the job is not all roses — there is some good news and there is some bad news...

LET'S GET THE BAD STUFF OUT OF THE WAY FIRST:

- This is a part time position, specifically for the hours 1:00-8:30 pm Monday-Thursday. Although we are flexible on the times, we are looking for roughly 24 hours a week to start. Plus, have experience as a dancer, teacher, or dance teacher? Let us know, we love being able to offer our staff more hours through a diverse set of roles.
- Once we get to summer (June-August), we move to a camp schedule that will not need all of our staff. We often are looking for support in our camps, but these will be short one or two week commitments of only a few hours.
- At recital time, we need all hands on deck. This season we will have three days of shows: May 25, June 7, June 8, 2025. While these hours are outside of your normal schedule, we are looking for someone who can commit up front to be available for all three full days.



NOW, LET'S TALK ABOUT THE GOOD STUFF...

1. Our studio is right on the subway line...which means you can easily access us from anywhere in the city.

2. Potential for increased hours. During our busiest administrative season (February-May), there is the possibility of increasing to 30 hours a week.

3. We are big on organization. We love to plan ahead and make sure that we have our i's dotted and our t's crossed. While we don't always have things perfectly executed, we have been doing this for 37 years, so we've built reliable systems to make your life as an administrator easier. Things like on time paychecks, weekly updates on important information you need, early scheduling for recitals and next season, a full time leadership team for admin support.

4. You'll make lasting relationships with our students. Our dancers tend to stick with us for a few or 15 years! And if you stick with us too, you will get the unbelievable experience of seeing a dancer start when they were 5 and graduate from high school and Pegasus. But even the dancers that only stay for a couple years, still leave us knowing that the entire team made the difference to them at that moment in their lives. That they had a kind and respectful adult that was there for them at the studio, their home away from home. As someone working at the front desk, your ability to connect with the kids outside of the class space will be an invaluable experience to them and we hope for you.

WHAT YOU'LL BE RESPONSIBLE FOR AS ADMINISTRATIVE ASSISTANT:

- Emails
 - Primary responder to emails and follow ups
 - Keep email inbox organized and purge unnecessary emails
- Registrations
 - Stay on top of any new registrations to add to the class rosters and inform the teachers
 - Send welcome postcards at the beginning of the year
 - Prepare new student packages for new students all year long
- Trial Classes
 - Stay on top of trial class forms and lists

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- Send trial class reminders and follow up emails
- Inform teachers of trial classes and greet or inform greeter to give tours and introductions
- Reception, waiting areas, upstairs hallway and bathrooms (environment)
 - Keep on top of current or upcoming events and have appropriate information posted
 - Decor around seasons and monthly themes
 - Posting messaging around the studio regarding what is happening as well as monthly values
 - Inventory and supplies
 - Low level tidying and cleaning ie. dusting desk, making sure tables and chairs are clean, crumbs swept, bathrooms and kitchen are stocked
- Sales
 - Merchandise and dancewear sales
 - Class sales and entering students into classes on site
- Customer Care
 - Student Birthday cards
 - You Are Great cards
 - Incoming and outgoing mail organization
- Community Relations and Outreach
 - Market days
 - School fairs
 - Camp fairs
- Showcase/Recital
 - Junior Showcase Tickets - google form, spreadsheet, assigning tickets, organizing envelopes, posting and processing payments

NOW, LET'S TALK ABOUT THE JOB REQUIREMENTS:

1. You're fired up about our mission to help children be their best selves by giving them a safe place to learn, an outlet for creative expression, and tools for life through dance education.

2. You have experience in administration. You understand that a well oiled administrative machine keeps the whole business running. You've been behind the scenes before, can navigate new software quickly and value organization.

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3. You're the type of person who gets joy out of working with a team. We are a family run business and many of our staff have either grown up dancing here or have worked here for over 10 years! We are looking for someone who wants to be part of a community of like minded creative people.

4. You're good with people. Part of this role will mean engaging with parents as well as children in a customer service capacity as well as a sales capacity. Being able to engage with parents in a professional manner is an important part of the job. And being comfortable in a sales role is a valued asset.

YOU'LL BE SUCCESSFUL HERE IF YOU'RE A PERSON WHO...

- Is creative
- Has a passion for dance
- Can handle stress on occasion, mainly recital time.
- Works very well with other people and can build rapport quickly with both team members and our community.
- Has great attention to detail and brand quality.
- Is a high-functioning communicator.
- Takes ownership and pride in their work.
- Is not afraid of new challenges.
- Loves learning new things and can implement new ideas quickly.
- Adapts really well to changes on-the-go.
- Can handle feedback from our incredibly experienced leadership team.
- Can juggle lots of moving pieces.
- Is willing to work within our company values
- Bonus if you have dance experience or administrative experience at another dance school.

In short, your job is to take care of our clients and support our teachers in a way that fits in with our established reputation in our community of being a studio that welcomes all children, is a supportive environment, and lets kids be kids by teaching and choreographing age appropriately.

We are looking for organization, great communication, and a willingness to work with a team of highly experienced and qualified dance educators.

To learn more about us, check out www.pegasusstudios.com



APPLICATION DETAILS:

If this sounds like the place you've been dreaming of working in, this is what we offer: This is a part time job. The hours would start at 24 hours a week for this season, with the potential for 30 hours in our busy season. Compensation will be discussed depending on your experience. If we are a good fit, there may be more hours next season.

We are looking to bring our new administrative assistant on board for August, but we will spend the necessary time to find the best fit both in abilities and culturally.

TO APPLY:

1. **Fill out the [application form](#).**
2. **Create a cover letter or video answering the following question:**
 - a. **Tell us how you will fit in THIS job specifically.** We know what's a fit for us and want to know if this is a fit for YOU.
3. **After you submit your application, THEN email your video or cover letter along with a resume to contact@pegasusstudios.com with the subject line "Administrative Assistant application".**

We can't wait to meet you!