**Part time Studio Manager (Administration)**

The Unity Centre was launched Sep 2019 with the aim of offering therapeutic yoga and movement: dance, martial arts, fitness classes, sports activities, meditation, theatre, singing and arts to all members of our community, targeting in particularpeople in the community who may be vulnerable.

Job description:

The Unity Centre (CIC), Lewes, is looking for a part time Administration Studio Manager (Job-share) role to handle the following tasks:

* Check facilitators certificates, insurance and any relevant policies
* Write/edit blogs and biogs, class descriptions and session titles
* Collaborate on the studio timetables
* Set up contractual agreements with Facilitators
* Gather information for marketing
* Liaise with Communications Manager and Designer to finalise schedules
* Book Facilitators and events outside of the timetable
* Manage ledgers and facilitator invoices
* Proficiency in Microsoft Word, Excel, internet, DropBox and ideally MindBody

Necessary:

* Excellent communication skills
* Excellent written and spoken English
* Friendly, professional manner
* Ability to work to deadline
* Ability to multitask
* Ability to keep calm under pressure
* Excellent administrative and organisational skills
* Experience of yoga/ martial arts/ holistic practices or meditation an advantage
* Awareness of maintaining a clean, tidy, organised studio
* Ability to work well within a team

Preferred:

* Teaching/ facilitation experience

To start in November 2021:

On a Self-employed basis

Estimated weekly working hours: 10 per week, with a minimum commitment of 12 months.

This role is offered as a job-share with a colleague who will take care of the following: The gathering of Teachers and Facilitators, organisation of events and the sharing of ideas for the timetable and general studio/ centre use (they will work approx 8-10 hours per week)

This role is to implement these classes, sessions and events into the timetable and to ensure that the information is clear and up to date on printed/ online timetables, MindBody App and website by ensuring copy/ design/ printing deadlines are met

To liaise closely with the Managing Director

Please email Sass with relevant experience: school@being-in-unity.com