

Studio Manager Maternity Leave Cover

Dance Maze is seeking a dynamic and organized Studio Manager Maternity Leave Cover for our vibrant dance studio as we move into our new space at Nygårdsvej 5! The role requires the overseeing of daily operations, management of studio communications, and ensuring a welcoming and well functioning environment for dancers, teachers and renters. If you have a passion for dance, strong organizational skills, and a talent for communication, we'd love to hear from you!

Location: Copenhagen, Denmark

Position: Studio Manager Barselsvikar

Hours: Full time

Start Date: August 11, 2025

Dance Maze is seeking a dynamic and organized **Studio Manager Maternity Leave Cover (Barselsvikar)** for our vibrant dance studio as we move into our new space at Nygårdsvej 5! The role requires the overseeing of daily operations, management of studio communications, and ensuring a welcoming and well-functioning environment for dancers, teachers, and renters. If you have a passion for dance, strong organizational skills, and a talent for communication, we'd love to hear from you!

Key Responsibilities:

Indrykningsdato

31.03.2025

Ansøgningsfrist

12.05.2025

Virksomhed



Dance Maze

Fagområde



Ikke kunstneriske jobs

Angiv type af ansættelse

Fuldtid

Navn på kontaktperson

Rachel Tatum

rachel@kbhdanser.dk

42606165

- Oversee daily operations, including scheduling, studio upkeep, and customer service
- Manage class schedules, rentals, and workshops
- Handle inquiries via email, phone, and social media
- Coordinate interns and support staff
- Organize marketing efforts, including newsletters and social media updates
- Process invoices, timesheets, and rental agreements
- Assist with event planning and studio programming

Qualifications:

- Strong organizational and multitasking skills
- Excellent communication and interpersonal abilities
- Experience in administration, customer service, and payroll
- Passion for dance and the performing arts
- Familiarity with social media management

Benefits:

- Fixed monthly salary and schedule
- Opportunity to be part of a creative and dynamic community
- Opportunity to participate in dance classes/workshops

How to Apply:

If you are excited about this opportunity, we'd love to hear from you!

Please send your CV and a short motivation letter to Rachel@kbhdanser.dk with the subject line "**Studio Manager Application - [Your Name]**".

We look forward to welcoming a new member to our Dance Maze family!