



Studio Manager

The role of the Studio Manager is to manage the daily operations of the New York Pilates studios to ensure their smooth and efficient function. Keeping your studios pristine, well stocked, and being an acting manager for the studio reps, leads, and cleaning staff to enforce standards, are all key duties to this role. The Studio Manager should also keep good relationships with supers, landlords, and contractors for all studios. This person will also have a role in events that occur in the studios to ensure successful execution and wrap up. Being a knowledge base for and keeping MBO updated in regards to pricing, rentals, and policy changes is the Studio Manager's responsibility. Reporting is also a function of this job when it comes to feedback and ways that efficiency can be improved upon.

- Ensure all studios are clean and look pristine, that all plants maintain their health and watering schedule, and that maintenance issues are addressed.
- Manage inventory of supplies, food program, and merchandise
- Merchandize the retail inventory to optimize sales
- Manage studio mail and deliveries
- Ensure sales goals are met and adjust processes and procedures as needed to meet goals
- Manage studio spots for ClassPass
- Act as a knowledge base for MBO
- Keep good relationships with supers, landlords, and contractors for all studios
- Work with Management Team to execute vision
- Look for areas to increase efficiency and optimize costs
- Report to all other teams daily or as needed
- Report Instructor and Studio Rep feedback to the Directors and Experience Manager
- Coordinate with management to identify VIP leads, influencers, big spenders to maximize opportunity
- Track, correspond, and organize data for incoming VIPs at designated studio
- Field event inquiries at your studio
- Be informed about the marketing calendar and be present for events at your studio