

DestinySTUDIO.NET

Destiny Studio is growing! As we expand we are seeking professional, people-loving, energetic staff to help us serve our community.

Our Mission: Destiny Studio exists to ignite passion and cultivate confidence in people through mentoring, training, and by sponsoring moments that matter for a lifetime.

Our Values:

- Because people matter to God, people matter to me.
- Everyone has a purpose and everyone is here {at Destiny Studio} for a purpose.
- We sponsor moments that matter for a lifetime.
- We respond, take initiative, and have a self-employed mentality.

Job Title: Schedule Coordinator

Overview: We are seeking a detail-oriented and organized individual. The Schedule Coordinator will play a crucial role in ensuring the efficient scheduling of lessons and classes, supporting both students and faculty members.

Description of Role:

- **Scheduling Coordination:** Manage and maintain the master schedule for lessons, and classes
- **Communication:** Serve as the primary point of contact for scheduling inquiries from students, parents, and faculty members.
- **Conflict Resolution:** Proactively identify and resolve scheduling conflicts while ensuring minimal disruption to the daily operations of the school.
- **Customer Service:** Provide excellent customer service to students and parents by addressing scheduling-related inquiries and concerns promptly and professionally.
- **Software Management:** Utilize scheduling software effectively to manage schedules and appointments and to communicate with parents.
- **Policy Adherence:** Ensure compliance with school policies and procedures related to scheduling and student/teacher availability.

Qualifications:

- **Experience:** Previous experience in scheduling, administration, or customer service roles is advantageous.
- **Organizational Skills:** Exceptional organizational abilities with a keen eye for detail and the ability to manage multiple tasks simultaneously.
- **Communication Skills:** Strong verbal and written communication skills, with the ability to interact effectively with diverse stakeholders.
- **Dynamic Interpersonal Skills:** Passion for people and desire to champion their success. Desire to build meaningful relationships with students and their families.
- **Problem-Solving Ability:** Proven ability to anticipate and resolve scheduling conflicts efficiently.

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- **Team Player:** Collaborative mindset with the ability to work effectively in a team-oriented environment.
- **Tech Proficiency:** Proficiency in using scheduling software and general office software (e.g., WellnessLiving, GSuite, Canva).
- **Strong work ethic and self employed mentality.**
- **Enthusiastic:** Must share our love for people and parties!

Benefits:

- Competitive salary commensurate with experience.
- Opportunities for professional development.
- Positive and inclusive work environment within a community-focused music school.
- 50% off lessons and classes for yourself and immediate family

Availability:

- Tuesday - Thursday 3:00 to 8:00
- Willing to commit to a minimum of 12 months (most staff stay for years!)

Application Process:

Check out our website destinystudio.net/careers and fill out the application online.