

American Rhythm Center Lead Associate

CHRP/ARC



About the Program

A program of the Chicago Human Rhythm Project (CHRP) and established in 2012, the American Rhythm Center (ARC) is a social enterprise designed to help independent artists and small companies develop sustainable careers/businesses. The ARC operates on three levels: 1) As an Artists' Collective, incubator and business development center with over 30 partners in residence, offering culturally diverse dance, wellness and fitness classes by some of the very best instructors in Chicago. The program fulfills its mission by helping to build and harbor a creative and supportive community with subsidized rentals through which the majority of student tuition goes directly to the instructors and companies in residence. 2) The ARC also acts as a community development center, offering its facilities for singular workshops, auditions and other events. 3) A dance/wellness center offering high caliber instruction for the general public.

Job Summary

The position of ARC Lead Associate is responsible for fulfilling the duties of Lead Associate or Assistant Manager (commensurate with experience). The Lead Associate will work directly with the ARC Manager and play an important role in managing the daily operations, as well as long-term development plans for the program. On a day-to-day basis, the ARC Lead Associate will assist with managing the booking of studio spaces, creation/management of partner contracts, registering students for classes, overseeing the social media calendar, and studio cleaning/maintenance. In addition to ARC, the Lead Associate is involved in supporting other CHRP programs. This will require strong communication with the CHRP team.

Responsibilities:

- Managing other ARC Associates and Work-Study students
- Assisting ARC Manager/CHRP staff in the implementation of program plans
- Registering clients for classes
- Meeting daily/monthly sales goals set by ARC Program Manager
- Taking calls regarding ARC/CHRP programming/ Monitoring studio email account/inbox
- Assisting with the dissemination of material pertaining to ARC/CHRP programs
- Monitoring and generating content for ARC/CHRP Social Media platforms on a daily basis
- Keeping accurate records of attendance to ARC/CHRP events and workshops
- Daily cleaning and maintenance of ARC studios, locker rooms, and reception area
- Additional tasks may be added as needed by management level personnel

Eligible Candidates will possess the following skills:

- Bachelor's Degree or commensurate experience
- 1 year of customer service experience (Required)
- Past experience with Arts Administration, MindBody Software, and Constant Contact (Preferred)
- Experience using Microsoft Office and Google Drive (Required)
- Experience using Social Media Platforms as marketing tools (Preferred)
- Flexibility with schedule (typical work week around 32 hrs./wk.)
- Friendly and approachable personality/People Person (Required)
- Strong communication skills both written and verbal (Required)
- Excellent time management skills/ability to multi-task/problem solver (Required)
- Reliable team player (Required)

Compensation:

- Commensurate with experience
- Employee reviews are given in accordance with the employee manual

To apply, please submit resume, references, and cover letter to Holly McCaffrey by emailing: hmccaffrey@arcchicago.org
No calls please