



Enrolment Coordinator & Customer Care Team Member

Who We Are

Tarantism Dance Company is a fast growing dance studio located in Beausejour, Manitoba. We strive to inspire our dancers of all ages to dream big, work hard, have confidence and achieve their full potential in dance and life through an endless source of positive energy. Alongside fulfilling our mission of providing the highest quality dance education through fun, interactive and age appropriate classes. We value respect, love, community, inclusivity, innovation, technique, hard work, performance and fun.

Who you are

You share our vision, mission and values. They are the driving force behind every decision and interaction at the studio.

You are innovative and creative. Regularly coming up with and sharing new creative ideas that will help us stand out in the community.

You always work hard, ensuring all deadlines are met with quality work that exceeds expectations each and every time.

You have an all in attitude. Being part of a small team means that there will be times when you may need to roll up your sleeves and jump in to complete tasks that don't necessarily fall under your job description.

You are passionate about and able to build strong relationships with clients.

You have excellent communication skills.

It's a bonus if you also have sales and/or marketing experience!

You are organized and can create and execute an effective marketing plan.

You remain calm when stressed and have a "everything has a solution" mindset.

You enjoy working in a fun, upbeat (sometimes chaotic) environment where laughing and smiles happen often.

Your Role

- Be the official “greeter”, welcoming everyone into the studio. Being friendly, upbeat and welcoming is a must.
- Manage inquiries. Answer current and potential client questions about everything studio related in person, by email and over the phone.
- Manage our sales process from initial inquiry to enrolling students.
- Follow up with leads using our follow up process.
- Cross sell and upsell relevant products and services to current students.
- Create and execute internal marketing campaigns.
- Create and execute social media content.
- Manage and upkeep our referral program.
- Foster relationships and partnerships with organizations in the community.
- Keeping the studio clean, organized & tidy.
- Become familiar with our payment systems and studio software.
- Process sales to clients.
- Create reports and provide feedback to owners and directors.
- Manage and record all systems for the business.
- Conduct yourself so that supervisors and coworkers can depend on your work.
- Maintain a safe environment at all times for all concerned.
- Build fierce loyalty among current students and to drive new students to the studio.
- Be flexible in your schedule and willing to help coworkers.
- To learn continuously and move steadily and consistently toward “expert status” in your job duties.
- To help your supervisors and peers fulfill their responsibilities and to conduct yourself in a manner that makes their jobs enjoyable and rewarding.
- Giving tours of the facility
- Registering new students
- Opening & Closing Duties
- Help kids attend class as needed.
- Ensure the smooth, seamless and efficient running of the studio in all aspects.

Must Haves

- Ability to work on multiple projects & tasks at one time.
- Excellent written & oral communication skills.
- Exceptional time management skills
- Ability to be professional while also friendly, upbeat and welcoming.
- Willingness to learn.
- Previous marketing experience is a bonus but not necessarily required.
- Previous sales experience is a bonus but not necessarily required.
- Love working with and around children of all ages.
- Love building connections within a community.
- Exceptional problem solving skills and a “everything has a solution” attitude.
- Creativity

- Outstanding organization skills
- Ability to remain calm when stressed
- Attention to detail
- Technology savvy
- Initiative
- Exceptional teamwork skills
- Exemplary decision making skills
- Ability to set and accomplish goals
- Integrity, Honesty & Respect
- Tenacity/Resilience
- Interpersonal Skills
- The ability to adhere to deadlines
- Complete a criminal Record Check and Child Abuse Registry Check

We're The Right Place For You If

- You love being busy and challenged
- Can work alone or as part of a team
- You have excellent written and oral communication skills
- You're super organized
- You're willing to pitch in where ever needs help
- You are a meticulous reader.
- Technology savvy
- Great at sticking to deadlines
- You love dance and think an arts education is important and valuable in a child's life

We're NOT The Right Place For You If You

- Are an entrepreneur and want to run your own company in the near future.
- Want a 9-5 Monday-Friday job and live for the weekend. This position is mainly evenings and weekends.
- Can't work collaboratively or take constructive criticism.
- Don't like kids.
- Don't think an arts education is valuable.

Think you're the right fit?

Send an email to mikayla@tarantismdance.com to let us know why you think TDC would be the perfect place for you. Attach a current resume and video cover letter to your email and send with the subject line Enrolment Coordinator Application.