

Studio Coordinator (Retail and Operations)

We're looking for a reliable, organized, and people-friendly **Studio Coordinator** to help run the front of our creative sewing studio.

This role focuses on **retail and daily operations**, perfect for someone who enjoys structure, customer service, and keeping things running smoothly behind the scenes.

This position does NOT involve teaching or working directly with students.

What You'll Do:

- Greet customers and assist with purchases (fabric, notions, supplies)
- Manage register and point-of-sale system
- Answer basic customer questions (in-person and phone)
- Help keep the studio clean, organized, and welcoming
- Support daily operations and opening/closing procedures

You're a Great Fit If You:

- Are dependable and take initiative
- Have strong customer service skills
- Are organized and detail-oriented
- Enjoy a calm but productive environment
- Have retail or admin experience (preferred)

Schedule: Full Time & Part Time position

- Regular: 10 AM – 6 PM
- June: 9 AM – 5 PM

Pay:

\$15–\$17/hr (based on experience)