



POSTION AVAILABLE IMMEDIATELY

Job Title:	Studio Manager	Job Category:	Administration
Location:	Enon, Ohio	Travel Required:	Yes – To studio and Miami Valley /Cincinnati area schools
Hours:	Monday to Friday *8:00 AM – 3: 00 PM *Required to arrive early to schools for photo shoots and some Saturdays required during season (fall and spring).	Position Type:	Full time August 1 to mid-June each year 35-40-hours a week
HR Contact:	Mark Hirtzinger	Date Posted:	July 10, 2019
Experience:	2 – 5 years minimum	Start Date:	August 1, 2019
Compensation:	\$12.00 - \$14.00 per hour (based on experience) plus mileage		

External Posting URL: www.picturethissp.com

Resumes and Applications Accepted By:

EMAIL: INFO@PICTURETHISSP.COM SUBJECT LINE: STUDIO MANAGER POSITION	MAIL: STUDIO MANAGER POSITION Picture This Student Photography 655 Willow Creek Way, Troy, OH 45373
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Job Description

ROLE AND RESPONSIBILITIES
HANDS-ON MANAGEMENT OF ESTABLISHED, HIGH VOLUME PHOTOGRAPHY STUDIO

- Provide excellent customer service for students, parents and school staff/administration by phone, email and social media
- Prepare and manage large photography shoots in area schools
- Maintain schedules for professional photographers for large number of photo sessions
- Prepare digital data for photography lab, QC printed photo packages and ensure proper delivery to schools and students/parents
- Schedule and manage individual baby, senior and family photography sessions, to include ordering and photo packaging for delivery
- Maintain studio’s Facebook site and on-line studio web site
- Maintain cleanliness and maintenance of physical facilities; manage repair personnel
- Provide sales and marketing support

QUALIFICATIONS AND EDUCATION REQUIREMENTS
Associate degree in Office Administration or AA – Photography Management – or -
2 – 5 years’ experience managing a professional photography studio; Former studio owner preferred

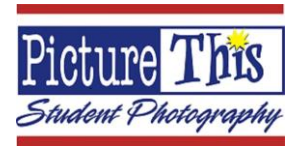
PREFERRED SKILLS
Highly organized and comfortable with multi-tasking
Excellent customer services skills – must love students and support our area schools!
Familiarity with PhotoLynx Flow and ROES photo ordering systems – Prefer expert level experience
Familiarity with Adobe Photoshop®

NOTES
Background check required
Must have RELIABLE transportation



APPLICATION – STUDIO MANAGER

APPLICANT INFORMATION												
Last Name				First				M.I.		Date		
Street Address						Apartment #						
City				State				ZIP				
Phone				E-mail Address								
Date Available			Social Security No.				Desired Salary					
Are you a citizen of the United States?				YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/> NO <input type="checkbox"/>	
Have you ever worked for a photo studio?				YES <input type="checkbox"/>		NO <input type="checkbox"/>		If so, who/when?				
Have you ever been convicted of a felony?				YES <input type="checkbox"/>		NO <input type="checkbox"/>		If yes, explain				
Have you ever filed for bankruptcy?				YES <input type="checkbox"/>		NO <input type="checkbox"/>		If yes, explain				
EDUCATION												
High School				Address								
From		To		Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree		
College				Address								
From		To		Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree		
Other				Address								
From		To		Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree		
REFERENCES												
<i>Please list two professional references.</i>												
Full Name				Relationship								
Company				Phone								
Address												
Full Name				Relationship								
Company				Phone								
Address												



APPLICATION – STUDIO MANAGER

PREVIOUS EMPLOYMENT			
Company # 1		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
Start Date	End Date	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company # 2		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Job Title
Responsibilities			
Start Date	End Date	Start Date	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company # 3		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
Start Date	End Date	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	



APPLICATION – STUDIO MANAGER

SKILLS				
PhotoLynx Flow:	No Experience <input type="checkbox"/>	Beginner <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Expert <input type="checkbox"/>
ROES:	No Experience <input type="checkbox"/>	Beginner <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Expert <input type="checkbox"/>
Adobe Photoshop®:	No Experience <input type="checkbox"/>	Beginner <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Expert <input type="checkbox"/>

DISCLAIMER AND SIGNATURE	
<p>I certify that my answers are true and complete to the best of my knowledge. I agree to allow Picture This Student Photography to perform a background check that includes, but not limited to, my criminal, financial, education and employment background for the sake of determining eligibility for employment. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.</p>	
Signature	Date