



Front Desk Associate (Production Lead)

Full-time & Part-time availability needed

Reports To

The Front Desk Associate (Production Lead) will report to Fitness Manager & Administrative Supervisor.

Job Overview

Ready to be apart of the next big thing in the fitness industry? Inspire Fitness Studios is an innovative studio gym that provides strength, cardio, and yoga virtual content for at-home app users, while also creating an exciting and entertaining environment for local in-studio members.

As a truly inclusive experience, Inspire Fitness Studios has bridged various areas of fitness under one roof, such as, strength & personal training, three types of cardio classes, yoga, infrared sauna workouts, functional & corrective exercise programs, sports performance, dance classes, group fitness, youth camps, health & wellness education, nutritional service, and more!

Locals join our high-energy trainers and coaches for fun, exciting, and unique cardio and strength classes seven days a week, while app-users login in from the comfort of their home to follow along. We are looking for bright and vibrant individuals who are excited to step up their game in the fitness industry and join our family as we take over the virtual and live fitness space.

As the Front Desk Associate (Production Lead), you will be the assisting our production team to make sure all our virtual content is functioning correctly. No previous production experience needed, we will train you. The ideal candidate is a high-energy positive go-getter who is ready to tackle a fast-pace environment and learn something new!

Responsibilities and Duties

- Greet all incoming members with enthusiasm
- Schedule recordings, manage minor production needs, assist trainers & coaches with production/recordings
- Create video thumbnails, titles, video descriptions, and edit start and stop times on all videos
- Assist other front desk associate(s) with phone calls, cleaning, & other in-studio tasks as needed
- Assist & earn commission on membership, product, & apparel sales
- Assist on various projects assigned by upper management
- Attend monthly staff meetings

Qualifications

- Entry-level, will train!
- Bright, vibrant, positive, motivated, driven, fitness-minded.
- Customer Service and/or fitness-related experience is a plus.
- Computer skills are necessary (Outlook, Excel, Word, social media platforms).
- Fluent in English.
- Proficient reading and writing skills.
- While performing the duties of this job, the employee is regularly required to stand for up to 8 hours and must talk and hear. The employee occasionally sits, walks, kneels, and reaches with hands and arms.
- Able to lift 25 pounds if necessary.

Compensation

Full-time Availability: 40 hours/week; weekend, afternoons, mornings, and holidays availability needed; hourly rate based on experience + 5% commission on all product, apparel, & membership sales

Part-time Availability: 15-30 hours/week; weekend, afternoons, mornings, and holidays availability needed; hourly rate based on experience + 5% commission on all product, apparel, & membership sales