

Job Title: Full-Time Studio Manager – Operations, Technology, Finance

Updated: 9/12/2025

POSITION SUMMARY:

Our team is seeking a highly motivated and detail-oriented full-time **Studio Manager – Operations and Systems**. This role oversees the systems, technology, and financial operations that ensure HAUM SF runs smoothly, efficiently, and with excellence. The Studio Manager – Operations and Systems will manage back-end platforms, reporting, payroll, and financial tools while supporting the company's growth and sustainability.

This position requires strong technical and financial acumen, with proficiency in AI-driven systems, payroll/HR software, and financial management platforms. The ideal candidate has a minimum of 5 years of operational leadership experience, thrives in system optimization, and can translate data into actionable business insights.

ABOUT YOU:

- You excel at both customer service and client care, focusing on creating outstanding member and student experiences.
 - You are process- and systems-oriented, with an eye for efficiency and optimization. Your attention to detail is impeccable.
 - You are comfortable managing financial systems, payroll, and reporting functions.
 - You are tech-savvy, with experience leveraging AI tools to streamline workflows and enhance operations.
 - You take ownership of creating reliable systems that support both staff and leadership.
 - You are confident in interpreting financial data and supporting leadership in budget oversight.
 - You are proactive, detail-driven, and skilled in clear, consistent communication.
 - You lead with clarity, consistency, and accountability.
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DUTIES AND RESPONSIBILITIES:

Studio Leadership & Systems Management

- Oversee all operational systems and platforms such as Paylocity, Prospr, and Momence, ensuring accurate, efficient, and secure management of our two SF locations and corporate client offsites.
- Collaborate with leadership to establish best practices, policies, and procedures that support growth of the company.
- Partner with sales and community leadership to ensure seamless alignment between front-of-house and back-end systems including facilitating the operations behind Workshops, Community Events, and Corporate Events and Partnership Deals.

Technology & AI

- Leverage AI tools to automate workflows, optimize communication, and support data-driven decisions.
- Research, recommend, and implement new technology solutions that enhance efficiency.
- Ensure staff are trained on and effectively using all required platforms.

Finance & Administration

- Manage payroll and HR processes, ensuring accuracy and compliance (W-2s and 1099s for around a dozen part time Studio Hosts and 30+ teachers).
- Track financials, budgeting, and reporting, providing leadership with clear insights.
- Prepare monthly, quarterly, and annual financial reports, including expense tracking and forecasting.
- Ensure accurate reconciliation of accounts and invoices within Paylocity and accounting tools.

Operations Oversight

- Maintain accuracy of schedules, systems, and administrative records.

- Support studio supply management, vendor relationships, and operational logistics.
- Ensure compliance with internal policies and external requirements.

Data & Reporting

- Monitor key performance indicators (KPIs) across finance, staffing, and operations.
 - Use data insights to propose system upgrades and process improvements.
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QUALIFICATIONS AND EXPERIENCE:

- Minimum 5 years of experience in operations, finance, or systems management.
 - Strong knowledge of CRM platforms, AI tools, and marketing strategies. Experience with Notion, Airtable, Momeno, Prospa, and Slack preferred.
 - Proven ability to manage budgets, financial reporting, and payroll with accuracy.
 - Demonstrated success in leveraging AI and technology for business optimization.
 - Four-year college degree or equivalent professional experience.
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WORK ENVIRONMENT:

This position is **on-site, full-time (40 hrs/week)**. Evening and weekend work may be required. On-site includes both the Mission and Haight-Ashbury location as well as offsite locations for corporate clients and external partners.

COMPENSATION & BENEFITS:

- Full-time salary-based role, depending on experience and skills.

- Benefits include professional development opportunities, unlimited yoga, and retail/programming discounts.