

# CLASSROOM & EVENTS COORDINATOR

**Position Type:** Part-Time (with potential for Full-Time)

## About Us:

At Sew Magarbo, we are more than a sewing studio—we are a creative hub for teaching, learning, and community. We're looking for a motivated individual to lead and coordinate all aspects of our classes, events, and workshops while contributing to our retail and customer service efforts.

## Key Responsibilities:

- **Classroom Operations:** Oversee all classroom-related activities, including scheduling, rentals, and teacher liaison duties.
- **Class and Workshop Management:** Plan, coordinate, and manage class schedules. Ensure materials and equipment are prepared in collaboration with the Inventory Specialist.
- **Instruction:** Teach classes and workshops as needed, with training provided for Bernina and Janome products.
- **Events and Outreach:** Represent Sew Magarbo at events, guilds, and workshops. Build relationships with vendors and coordinate studio-hosted events.
- **Customer Service:** Be a team player in delivering exceptional retail and customer service experiences.
- **Vendor Coordination:** Liaise with vendors to plan and execute events, workshops, and product launches.
- **Training and Travel:** Travel for professional development and represent the studio at key events and training sessions.

## What We're Looking For:

- **Classroom Expertise:** Ability to manage schedules and act as a liaison between teachers, students, and the studio team.
- **Teaching Skills:** Experience in teaching or a willingness to learn, particularly on Bernina and Janome machines.
- **Event Planning:** Strong organizational skills to coordinate studio events and workshops.
- **Outgoing and Professional:** Confidence to represent Sew Magarbo at events, guilds, and public engagements (if the candidate meets criteria).
- **Team Player:** Willingness to assist in retail operations and customer service as needed.
- **Detail-Oriented:** Ability to ensure all materials and tools for classes are organized and ready.
- **Tech-Savvy:** Comfortable coordinating with vendors and using software tools for scheduling and inventory.
- **Flexible and Committed:** Willing to travel for training and events as part of the role.



**What We Offer:**

- Competitive pay based on experience.
- Training and certifications to enhance your skills.
- Opportunities to travel and represent a growing, creative studio.
- A collaborative and inspiring work environment.

**Pay:**

NEGOTIABLE based on experience.

**How to Apply:**

If you're ready to be the driving force behind our classroom and events, send your resume and a cover letter to [precious@sewmagarbo.com](mailto:precious@sewmagarbo.com)

