

Admissions Associate:

About Us:

For over 20 years, Pyramind has specialized in offering the highest quality education and studio services in music production, composition, sound engineering, sound design, audio post-production, live performance, and DJing. Our years of studio and business development experience served to inform the development of our curriculums. We have carefully crafted our programs to fit the needs of someone who is looking to build a career in the music and game audio industries as well as those just starting their journey into Sound.

Our students have gone on to open their own studios, tour the world, start their own labels and publishing companies, get signed to international labels, release sample packs with Splice, Loopcloud, & Black Octopus and work for companies such as Sony, Blizzard, Facebook, Google, Universal Audio, Doublefine, and so many more!

About You:

We are looking for an experienced and motivated sales oriented individual to join our growing admissions team. The ideal candidate will be based in the Bay Area with easy access to our main training offices at 859 Bryant Street in San Francisco. You have a passion for music, sound production, and education. Pyramind's music production education & related mentorship programs have expanded to include online courses as a revenue stream, and our goal is to grow all components of Pyramind's sales, communications, and customer service efforts, so we may generate better lead conversions and longer customer life cycles.

What You'll Do:

You will help accelerate the growth of Pyramind through active engagement of our Online and ground campus admissions pipelines. You will work closely with our head of admissions and marketing team to monitor and nurture sales leads coming from all lead generation sources, including paid advertising and social media. You will enter them into our CRM and nurture them through our sales cycles including offering intelligent and resourceful suggestions for programs and individual courses through our multi-tiered course and program offerings. You will enter closed leads into our invoicing system and process credit card charges when appropriate. You will provide customer support and follow up with all enrolled students to ensure their needs are being met and any technical issues are managed quickly and efficiently. You will help host online sales events as well as be actively involved in our in-person open houses and sales-related community events. You will participate in social media conversations and actively monitor The Pyramind Discord channels, answer questions, stimulate conversation and contribute with daily posts.

Qualifications:

- Strong sales, writing, and organizational skills
- Strong desire to deliver the right programmatic fit
- Ability to learn new technology platforms
- Strong understanding of sales & lead nurturing workflows
- Familiarity with database software, and digital marketing platforms
- Effectiveness and quality of reporting communications to develop high-level expertise on the job
- 3+ years experience in sales, educational sales experience preferred
- Ability to be passionate, persistent, entrepreneurial, and innovative in ideation and presentation of new sales strategies to head of admissions
- Understand the competitive music and education landscape and define approaches to differentiate Pyramind's value-proposition
- Emotional intelligence, financial acumen, a collaborative team spirit, and a good sense of humor
- Experience with music production software such as Ableton Live, Logic Pro, or Pro Tools. DJ experience is also a plus.

Job performance will be evaluated based on tangible goals, that shall include:

- Number of new students enrolled in Pyramind programming and revenue from new customer acquisition
- Effective support of Department Heads in launching new products and services
- Attendance, quality of logistics, and conversion from Pyramind marketing events
- Participation in social media channels

Benefits:

We're a high-growth, collaborative team operating with complete autonomy. This means that you will have a direct impact on any project that you work on. Pyramind is the perfect place for a candidate looking to have direct impact and responsibility in their work.

Some other perks include:

- Great benefits: medical, dental, vision, and 401(k)
- Convenient office location to all major public transportation lines
- Remote work options
- Plenty of office events such as happy hours and learning sessions
- Kitchen with unlimited coffee/tea and snacks
- Plenty of opportunities to contribute ideas while we grow and scale