

David Adler Music and Arts Center

Job Description

Job Title:

Receptionist

Reports To:

Program Director/Executive Director

Job Purpose:

Welcomes and attends to visitors and customer's inquiries on the phone and in person. Supply information regarding the organization and programs to the general public, clients and customers. Adhere to all protocols in line with the organizations goals, strategies and values.

Primary Duties and Responsibilities:

The Receptionist Position includes a wide range of duties including some or all, but not limited to the following:

- Provides new customers/students with program and policy orientation
- Provide customers with helpful and accurate information
- Answers telephones; screen calls, forwards calls and/or records and forwards messages accurately; may transcribe messages from telephone voice mail
- Organizes and files paper and electronic files as required
- Type forms, form letters and other documents as required at acceptable levels of speed and accuracy
- Maintains necessary files; sorts, files and retrieves documents and records as necessary
- Responsible for physical room set up and break down for programs and activities
- Maintain the reception area, kitchen waiting area and general appearance of the building and grounds
- Support senior staff in assigned project based work
- Provide clerical support to the senior administrative staff
- Secures and locks building and out-buildings at end of work shift
- Assist with fundraising and special Events

Other duties as assigned by the Executive Director and/or Program Director

Qualifications:

Education

- Some College Preferred

Knowledge, Skills and Abilities

- Well-developed organizational and computer skills
- Microsoft Office experience
- Good verbal and written communication skills
- Professional personal presentation
- Knowledge of administrative and clerical procedures
- Ability to apply procedures to work problems and situations
- Ability to establish priorities and maintain productivity despite interruptions
- Ability to establish and maintain a positive and professional relationship with staff, faculty, clients and visitors.

Personal Characteristics

Detail orientated, organized, effective communicator, reliable, takes initiative and team player

Work Schedule

Thursday: 3:00pm – 9:00pm

Saturday: (*beginning August 26, 2017*) 8:30am – 2:00pm

Compensation

\$10.00 per hour