

OREGON **BALLET** THEATRE

KEVIN IRVING / ARTISTIC DIRECTOR

Title: Receptionist
Department: West Linn Studio
Position Status: Part Time, Seasonal, Non-Exempt
Effective Date: Upon Hire

General Description:

The Receptionist is responsible for the general office functions of the Oregon Ballet Theatre's School at the West Linn studio and reports to the Manager of the West Linn Studio and the Director of Oregon Ballet Theatre School.

Essential Duties and Responsibilities:

- Greet clients, answer telephones, take messages and deliver them in a timely manner.
- Responsible for checking School email and voice mail; replying and/or forwarding as necessary.
- Assist clients with enrolling in classes, ensuring prospective students have completed the appropriate enrollment forms and said paperwork is stored in the correct files.
- Monitor minor students entering and exiting the studio, ensuring students leave the building with the correct adult.
- Assist younger students with lining up for class.
- Assist with events when available.
- Ensure protection and security of files and records.
- Other duties as assigned.

Qualifications for Success:

- Dynamic individual who is goal oriented, adaptable to change, minimal supervision, and has excellent communication, collaboration, and problem solving skills.
- Strong attention to detail and accuracy, ability to organize information and prioritize work in a fast-paced environment.
- Demonstrated experience in team building and working with all levels of staff to accomplish tasks and meet deadlines.
- Excellent work ethic, relationship oriented, and understands how to balance demands of job.
- Employee is regularly required to sit at a computer, answer the telephone, use hands and arms to write, file, and perform other office duties. The employee must be able to lift at least 25 lbs. and be proficient in use of Microsoft Office suite and Google Drive. Experience with MindBody and QuickBooks is ideal.
- Candidates will have a minimum of a high school diploma or equivalent, 1-2 years' experience in an office or school administration setting, be at least 18 years old, and have the ability to pass a background check.
- Dance background and/or experience working with teaching arts organizations a plus.

Oregon Ballet Theatre is an equal employment opportunity employer. Our policy is to make all employment-related decisions without regard to an employee's race, color, creed, religion, age, national origin, marital status, mental or physical disability, sexual orientation, or any other basis prohibited by local, state or federal law. This policy applies to all personnel activities including employment, promotion, compensation and termination.

Oregon Ballet Theatre does not tolerate sexual harassment of any employee by another employee, supervisor, vendor, or customer for any reason.