



## Position Description October 2023

**Title:** School Receptionist

**Department:** School

**Position Status:** Regular, Part-time (25.25 hours per week for 46 weeks annually), Hourly, Non-Exempt

**Hourly Rate:** \$20.00

**Effective Date:** Upon Hire

### Position Overview:

The School Receptionist is responsible for the school's daily front-of-building functions at approximately 25.25 hours per week.

Schedule and work hours are governed by class instruction and production schedules, consisting of 4:30 p.m.-9:30 p.m. Tuesday-Friday and 8:15 a.m.-1:30 p.m. on Saturdays during the Annual Session (September-early June). During our Summer Programming 3:00 p.m.-8:00 p.m. Tuesday-Friday and 8:15 a.m.-1:30 p.m. on Saturdays in the Summer (mid-June-mid-August). Hours vary depending on regular staff schedules and substitute needs. Employment is for 46 weeks (about 11 non-consecutive months) of the year.

The School Receptionist must maintain regular and acceptable attendance at levels determined by the School Director and School Manager. The School Receptionist reports to the School Director/Manager and may be assigned tasks by the School Director, School Manager, and School Registrar.

### Essential Functions:

#### School:

- Positive professional relations with all staff, students, and family members of students.
- Greet students, families, and visitors, answer telephone, take messages and deliver them in a timely manner.
- Responsible for managing School e-mail account and voicemail; replying and delegating as necessary.
- Assist students and families with enrolling in classes, ensuring prospective students have completed the appropriate enrollment forms and said paperwork is archived in the correct database.
- Schedule and coordinate placement classes and send results.
- Process audition results, coordinate video auditions, and send notification.
- Maintain accurate record keeping and ensure protection and security of files and records.
- Oversee sale of and inventory on School merchandise.
- Assist in implementing all OBT School policies and procedures.
- Monitor main entrance.
- Open and close the building which includes school facilities, secure building daily at conclusion of school classes and programs.
- Monitor minor students entering and exiting the studio, ensuring students leave the building with the correct adult.
- Assist younger students with getting prepared and lining up for class.
- Student behavior management within OBT School facility before, during and after classes.
- Assist with events as requested and when available.

**Experience and Skills:**

- Dynamic individual who is goal oriented, adaptable to change, works with 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 the job.
- Comfortable with direct and extended interfacing with students, primarily ages 3-22.
- Ability to focus in a high traffic area with constant ambient noise.
- Possess High School diploma or equivalent.
- 1-2 years' experience in an office or school administration setting preferred.
- Must be at least 18 years old.
- Proficient in Microsoft Office suite.
- Experience working with Mindbody software is ideal, but not required.
- Background and/or experience working with arts organizations is a plus.

**Equity:**

OBT is committed to a diverse, racially, and culturally inclusive, and equitable workplace in which differences broaden our awareness, enrich our daily experiences, and contribute to our collective strength. We seek to understand, acknowledge, and mitigate inequities in ballet in general, and at OBT specifically.

**Our Culture:**

Across our organization, OBT is committed to creating a culture characterized by the following: Kind. Positive. Solution-Oriented. Gratitude. Candid. Forgiving. Learning. Trust. Teamwork. Diverse, Equitable, and Inclusive. Disagree well. Compassionate. Ambassadors. Accountable.

**Accommodations:**

As part of our commitment to equity, OBT will make reasonable accommodations to enable individuals who are differently abled to perform the primary responsibilities for the job.

**Security Clearance:**

OBT conducts background checks after a conditional offer of employment is made. A background check finding does not automatically preclude employment. OBT reviews results of each background check individually and assesses them on a case-by-case basis for context and relevance to the job.

**Working Conditions:**

This job operates in a shared professional workspace which includes rehearsal studios, as well as in large public theaters during performances. Some work is conducted remotely offsite.

**Work Schedule:**

This is a part-time position of 25.25 hours per week. Days and hours of work are 4:30 p.m.-9:30 p.m. Tuesday-Friday and 8:15 a.m.-1:30 p.m. on Saturdays during the Annual Session (September-early June). During our Summer Programming 3:00 p.m.-8:00 p.m. Tuesday-Friday and 8:15 a.m.-1:30 p.m. on Saturdays in the Summer (mid-June-mid-August). Individual schedules and hours are governed by class instruction and production schedules. This position regularly



requires evening and weekend hours. The position has no supervisory responsibilities.

**Travel:**

Travel is rare and is primarily local during the business day. Mileage and parking are eligible for reimbursement by employer.

**Compensation:**

This position starts at \$20.00 hourly.

**Other Duties:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.