



**Career Opportunity:
SCHOOL RECEPTIONIST**

STATUS: Regular, Part-Time, Non-Exempt
COMPENSATION: \$20.70 hourly
REPORTS TO: OBT School Manager
DATE: August 2024

POSITION. The School Receptionist is responsible for the school's daily front-of-building functions at approximately 25 hours per week.

Schedule and work hours are governed by class instruction and production schedules, consisting of 4:15 p.m.-9:15 p.m. Tuesdays-Fridays and 8:15 a.m.-1:30 p.m. on Saturdays during the Annual Session (September-early June). During our Summer Programming 2:45 p.m.-7:45 p.m. Tuesdays-Thursdays, 12:00 p.m. – 5:00 p.m. Fridays, 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/Manager. The School Receptionist reports to the School Manager and may be assigned tasks by the School Director and School Registrar.

RESPONSIBILITIES:

- Positive professional relations with all staff, students, and family members of students, family members of students, and the public.
- Greet students, families, and visitors, answer telephone, take messages and deliver them in a timely manner.
- Responsible for primary management of School e-mail account and voicemail; replying and delegating as necessary.
- Assist students and families with enrolling in classes, ensuring accuracy and that students have completed the appropriate enrollment forms and said paperwork is archived in the correct database.
- Schedule and coordinate placement classes and send results.
- Schedule private lessons for students with school faculty.
- Process audition results, coordinate video auditions, and send notification.
- Assist with studio rentals internally and externally, including summer programs audition tour.
- Assist with travel arrangements for the summer programs audition tour.
- 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 including studio etiquette and dress code.
- Student behavior management within OBT School facility before, during and after classes.
- Create and distribute student handouts.
- Monitor main entrance and frequently operate building intercom system.



- 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.
- Track student attendance and follow up as necessary by phone and email.
- Assist younger students with getting prepared and lining up for class.
- Assist with events as requested and when available.
- Order school supplies as requested.
- Other duties as assigned.

QUALIFICATIONS: 1-2 years in an office or school administration setting; high school diploma or equivalent; at least 18 years old; proficient in Microsoft Office suite and Google Drive; excellent communication and problem-solving skills; strong attention to detail and accuracy; ability to prioritize in a fast-paced environment; comfortable with direct and extended interfacing with students, primarily ages 3-22. Mindbody software ideal.

Candidates must be able to pass a thorough background check. While not required, successful candidates will have specific experience within dance and the arts. A full job description can be obtained on the [OBT website](#).

APPLY. Submit a cover letter and resume to jobs@obt.org. Applications will be reviewed as they are received, and the position will remain open until filled.

ABOUT OREGON BALLET THEATRE. This is an exciting time to work at [Oregon Ballet Theatre \(OBT\)](#) – the nation’s 20th largest classical ballet company. We have emerged from the pandemic as artistically vibrant, financially healthy, organizationally strong, and well-positioned for our future. We are debt free and operating in the black financially. Our Board is actively engaged in oversight and stewardship. Our 250 employees are resilient, committed and energized. We have exciting plans for growth. Our professional company of 27 dancers performs a season of five shows featuring both classical and contemporary work. OBT2, our junior company, boasts dancers of exceptional talent. Our nationally renowned School trains 300 students from across the county. Our community education program reaches thousands of students in classrooms across Oregon. In short, we are [changing lives through dance](#).