



Front Desk Assistant

SPECIFICATIONS: Hourly position, 10-20 hours/week from 12:00pm to 8:30pm Monday-Friday and Saturdays 8:30am to 4:00pm. Free downtown parking available.

POSITION SUMMARY:

Indianapolis Ballet and the Indianapolis School of Ballet are looking for a motivated person with a friendly demeanor and positive attitude to manage the front desk and to perform a variety of administrative and clerical tasks. Be a part of the team that advances professional ballet and dance education in central Indiana.

DUTIES AND RESPONSIBILITIES:

- Greets and welcomes dancers, students, and guests as they arrive.
- Obtains names and other pertinent information and directs students to appropriate studios.
- Answers incoming phone calls and maintains log of all calls requiring further action.
- Ensures the reception area is tidy and presentable, with all necessary materials.
- Processes cash, check, and credit card transactions in family/student database.
- Completes closing checklist each evening and ensures building is secured.
- Performs miscellaneous office responsibilities and projects as assigned.

QUALIFICATIONS AND REQUIREMENTS:

- Education – High school diploma or equivalent.
 - Dependability – Must be reliable, responsible, and dependable in fulfilling obligations.
 - Service orientation – Great customer service skills and attitude.
 - Critical thinking – Ability to be resourceful and proactive when issues arise.
 - Integrity – Able to maintain the confidentiality of student biographical information.
 - Computer Literacy – Knowledge of database management software is preferred.
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SUPERVISION: Reports to the Operations Manager but must have the ability to work independently and make sound decisions with a high level of autonomy.

TO APPLY: Send resume and cover letter to OPERATIONS@IndyBallet.org. Please include "Front Desk Assistant" in the subject line.