NW DANCE PROJECT
ARTISTIC DIRECTOR
SARAH SLIPPER

# Front Desk Assistant

NW Dance Project is seeking candidates to immediately fill a position with our Front Desk Reception Team.

$17/hr training/starting; Excellent advancement opportunities. Variable up to 20 hours per week with weekend and evening availability required.

Reports to Education Coordinator, as well as Artistic and Managing Directors, and supported by multiple experienced team members.

This position covers the front desk and studio during adult classes, youth dance programs, and additional events at NW Dance Project (211 NE 10th Ave., Portland OR 97232). Job duties include overseeing the registration and check-in process for all classes, general studio and office management, managing incoming/outgoing phone and email communications, facility cleaning/sanitation, additional projects as needed. Strong, clear, friendly oral communication and writing skills required. Seasonal roles include box office and volunteer management during company performances and attending promotional events/fairs. Requires excellent organizational and customer service skills, ability to work in a fast-paced environment with detailed accuracy, and ability to perform multiple tasks simultaneously with agility. Ample knowledge of dance vocabulary and proficiency with standard Mac computer programs, Dropbox, Microsoft Suite, and GOOGLE Drive is highly preferred.

**Primary Duties and Responsibilities**

<u>Communication + Administrative Duties</u>

- Answer calls, messages, and emails related to dance classes, workshops, intensives, projects.
- Assist E + O as needed with projects and coordinating parent/student needs.
- Database entry.
- Provide consistent follow-up and reminders about registrations, studio policies, and upcoming events.
- Managing the studio space to ensure that students, faculty, and staff are following policies; including opening and closing the building, safety, and security, managing faculty callouts, emergencies, and needs during classes
- Have complete understanding of the registration process for all classes taking place in the studio – monitoring transactions, database entry, confirmation emails/reminders, payment plans, class waitlists. Sales.
- Managing the registration software (StudioWorks) to create class schedules, student accounts and assist registration.

To Apply: Candidates are invited to email a cover letter, résumé, writing samples, and references (no phone calls, please); Please also include current availability as well to Casey@nwdanceproject.org.
Please use the following subject line: Front Desk Assistant.

All applications will remain strictly confidential. Applications will be accepted until a final candidate is chosen and will be kept on file for 1-year.

**NW Dance Project is an equal opportunity employer. We do not discriminate on any basis, including race, culture, national origin, gender, gender identity, gender expression, religion, sexual orientation, or socioeconomic status. BIPOC applicants are highly desired and encouraged to apply.**