

Thursday, February 3, 2011

Receptionist

Please send cover letter and resumes to resumes@sab.org. No phone calls please.

► [Share](#) | [Print](#) | [Download](#)

Schedule: Monday through Friday 11:30am – 7:30pm

Description: The School of American Ballet at Lincoln Center is seeking a full-time receptionist. The Receptionist is expected to contribute to the School's activities while helping to maintain its professional environment. The School is looking for an individual who is mature, motivated and competent and who possesses outstanding communication skills as well as problem-solving abilities.

Responsibilities include but are not limited to:

- Welcome and greet parents and guests
- Answering phones, accepting and distributing packages, checking voicemails
- Monitor floor visitors and observe all elevator and lobby activity
- Communicate information from school to parents through emails, announcements and parent information board
- Knowledgeable about School events, closings and schedule changes as well as School rules and regulations
- Provide customer service for families and enforce the drop-off and pick-up policy for students
- Supervise student helpers from the advanced division as well as children's division students
- Enforce order and discipline/manage crowds in hallways, lobby areas and locker rooms to ensure safety of the students
- Assist Student Life department in posting of notices for parents and students
- Assist with administrative projects and data-entry as needed for various departments
- Coordinate fire drills with Fire Command and be familiar with all emergency preparedness directives
- Maintain and dispose of Lost & Found Items
- Ensure that all guests and students have left the floor at the conclusion of classes by checking all studios, locker rooms and common areas.

Requirements:

- Dynamic personality
- Great communications skills, must be able to communicate and work well with diverse populations, including; students, parents/guardians, pianists, faculty and staff.
- Experience in hospitality, customer service or related fields (2-4 years)
- Supervisory experience
- Ability to work with diverse populations
- Efficient work habits

Additional Qualifications:

- Foreign language skills a plus (Russian or Spanish)
- Commitment and enthusiasm
- Eagerness to work with a large student body of 450 and their parents and guardians
- Interest in performance arts/dance
- Supervisory experience preferred

Please send cover letter and resumes to resumes@sab.org. No phone calls please.

[< back](#)

[previous listing](#) • [next listing](#)