

Thursday, September 11, 2014

Receptionists - Part-time

Company: Alvin Ailey American Dance Theater

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Job Title: Receptionist (Part-time)

Organization: Alvin Ailey Dance Foundation, Inc.

Location: New York, NY

Website: <http://www.alvinailey.org>

Hailed as "cultural ambassador to the world" by the U.S. Congress, the Alvin Ailey American Dance Theater is renowned for its stellar performances, high-caliber dance training, and innovative educational initiatives which reach nearly 500,000 people around the globe each year. Robert Battle recently took the helm as Artistic Director, ushering in an exciting new era in Ailey's history.

Alvin Ailey Dance Foundation is the umbrella organization that supports the activities of Alvin Ailey American Dance Theater, Ailey II, The Ailey School, Ailey Arts In Education & Community Programs and The Ailey Extension and we are seeking self-motivated, well-organized and personable team players for Part time Receptionist positions.

Essential Responsibilities:

Reporting to the Senior Receptionist, part time receptionists will serve as Ailey ambassadors charged with making a positive impact on customer relations. As the communication hub for the entire organization responsibilities for this position include:

Answer phones in a professional manner, provide company information in detail, route calls to the correct person/department and page colleagues as needed.

Greet guests, students and faculty in a courteous manner

Help maintain the conference room calendar

Assist with miscellaneous administrative tasks and organization projects as assigned

Required:

The ideal candidates will have:

Prior customer service experience

Exceptional telephone and organizational skills

Working knowledge of Microsoft Office Suite,

A team player with a can-do attitude and the ability to work well under pressure

Knowledge of the Ailey organization is a plus.

Must be available for a minimum of 18 hours per week, including one weekend shift.

To apply for this position please submit the following to finadminjobs@alvinailey.org and indicate Part-time Receptionist in the subject line:

Cover letter and resume

Contact information for two professional references

No Phone Calls Please

Alvin Ailey Dance Foundation is an Equal Opportunity Employer. Employment is based upon personal capabilities and qualifications without discrimination based on race, color, religion, creed, sex, sexual orientation, national origin, age, disability, marital status, veteran status, citizenship status, or any other protected characteristic as established by law.

Alvin Ailey American Dance Theater

For more information:

Toronda Miller

tomiller@alvinailey.org

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