

Thursday, September 26, 2024

Front Desk Administrator (part-time)

Company: STREB
Location: Brooklyn, NY
Compensation: Salary: \$16-18/hr, 8-10 hrs per week

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The Front Desk Administrator (part-time) at SLAM is responsible for assisting the executive leadership team with administrative, logistical, and front desk responsibilities and overseeing the front desk operations during regular operation, birthday parties and special events to ensure a smooth patron and audience experience for public classes and events at SLAM throughout the year.

Job Responsibilities

- Welcome guests to SLAM and assist their needs appropriately
- Check-in, registration, and related administrative tasks for classes and birthday parties
- Answer main phone line and respond to appropriate emails in general email account
- Oversee SLAM internal calendar for conflicts
- Assist with space and equipment rentals
- Perform other duties as scheduled and assigned

Experience, Skills, & Qualifications

Outstanding interpersonal and communication skills with the ability to solve problems, independently, de-escalate conflict, and confidently and passionately share STREB's mission, vision and values and programs with a diverse group of stakeholders and constituencies

Strong attention to detail

Ability to work in a fast-paced environment

Customer service, programming, and/or box office experience preferred

Experience with STREB and SLAM recommended

Experience with Mindbody is recommended

Ability to multitask and prioritize tasks effectively

Must be available weekends

Salary: \$16-18/hr, 8-10 hrs per week

Please send resume and cover letter to summer@streb.org.

STREB is committed to diversity at all levels: on our stage, in our audience, on our staff and within our leadership. STREB provides equal employment opportunities to all employees and applicants for employment. STREB prohibits discrimination and harassment based on race, color, religion, age, sex and pregnancy, citizenship status, national origin, disability, protected veteran status, sexual orientation, gender identity, or marital/partnership status.

STREB's mission is to support, perform, and share widely the work of choreographer Elizabeth Streb. Built around Streb's organizing principle "Extreme Action," a movement style that thrills participants, audiences and students with choreographed feats of physicality, scientifically planned chaos, strength, risk, grace, and elegance, STREB actively engages with, ensures inclusion of, and advances cultural equity for its diverse staff, audiences and communities. This is achieved via a broad range of performance, engagement and education programming that provides access to, and participation in, creation and presentation.

STREB
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For more information:
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summer@streb.org

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