

Administrative Assistant / Receptionist

St. Paul Ballet | 655 Fairview Avenue N., St. Paul, MN 55104

Background

St. Paul Ballet (SPB) is a nonprofit organization whose vision is to rejoice in the beauty and immediacy of dance with the widest possible audience and to lift the human spirit through the art of ballet. Its mission is to perform a vibrant repertory with a passion for the highest level of excellence, provide the finest dance education, and reduce barriers to involvement in the art of dance.

Founded in 2002, SPB is a performing arts producer and community arts school. St. Paul Ballet has established a reputation for artistic excellence in dance performance, education and outreach for all levels of dance experience, and innovation in utilizing an artist-led model for dance companies. To learn more about SPB please visit spballet.org.

Job Summary

SPB is looking for candidates who work well with the dedicated, mindful, and supportive environment at St. Paul Ballet. A successful candidate will be punctual, personable, and able to work in a fast-paced environment while keeping a calm and professional demeanor.

Position is part-time with hourly pay. 5-6 shifts per week, Monday-Saturday, to be determined based on current schedule and availability.

Reports To

School Manager and Executive Director (Dual Reporting)

Responsibilities

Receptionist

- Welcome, orient, and maintain positive relations with parents, students, visitors and guests. Maintain positive relations with neighbors and represent SPB to the community.
- Handle phone calls, emails and other requests from parents and students, corresponding on their behalf as needed. Assisting with programming inquiries, answering phones and routing calls, troubleshooting visitor requests and accepting mail and packages.
- Provide referrals to the School Manager for placement, scholarships and other specialized information.
- Sign-in students and check attendance for classes, workshops and events, upholding SPB's high standard of customer service
- Maintain studio security including a visitor sign-in log for all vendors, renters and guests.
- Ensure the front desk is organized and that all printed materials are properly stocked, keeping inventory of anything that maybe needed
- Coordinate logistics of outside rentals, communicating with renters as needed and obtaining necessary paperwork as requested by School Manager.

Studio / Facility maintenance

- Perform oversight of cleaning of three dance studios and office spaces as well as general building maintenance.
- Assist with daytime and evening operations and facilities needs, keeping open line of communication with teachers (climate control, sound system, accessories, keys, etc.).
- Maintain cleaning and safety standards at all times. Track weekly studio maintenance needs and oversee log of short and long-term projects.
- Assist SPB staff to open and close the studios and building.

Administrative

- Help School Manager and Directors make efficient use of their time by handling day-to-day administrative tasks including calls to parents, distributing schedules, and updating bulletin boards, web site and social media director regularly with class descriptions and changes.
- Maintain SPB office files, systems, and technology operations. Draft correspondence, prepare spreadsheets, troubleshoot and schedule solutions as appropriate.
- Work closely with the other administrators to identify and positively address any classroom issues or complaints, providing exceptional customer service to all members of the SPB community. Work collaboratively with other staff to ensure coverage of all administrative office functions as required for a busy school and company.

Qualifications

A successful candidate will have the following qualities:

- Passion for arts and interest in working for a non-profit organization.
- Promptness, reliability, sound judgment, and excellent attendance are essential.
- Courteous manner, with strong interpersonal, customer service and phone skills.
- Interest in working with our community (children, adults).
- Self-directed, organized and an impeccable attention to detail.
- Proficient with Outlook, Microsoft Office Suite, and studio software.
- Resourceful, creative, and adaptive problem solving skills.
- Ability to work independently and as a member of a team.
- Strong written and verbal communication skills.
- Experience working with individuals from diverse backgrounds and cultures a plus.
- Able to maintain confidentiality of information.

Requirements/Other

- High School diploma required. BA degree preferred.

Compensation

Pay rate is \$10 per hour. Part-time position. FICA and WC included. Employee benefit of complimentary adult drop-in ballet classes. Shifts are listed below. Must be able to work at least two days per week, and sub for other administrative assistants as needed.

Monday, 4-8 pm until September 19, then 5-8 pm starting September 26

Tuesday, 4-8 pm until September 20, then 5-8 pm starting September 27

Wednesday, 4-8 pm until September 21, then 5-8 pm starting September 28

Thursday, 4-8 pm until September 22, then 5-8 pm starting September 29

Friday, 4-6 pm until September 24, then 5-8 pm starting September 30

Saturday, 8 am – 2 pm

How to Apply

Email resume and cover letter to: lgreenwell@spballet.org Attn: Laura Greenwell, School Manager.
No phone calls please. Applications will be reviewed on an ongoing basis until the position is filled.