



School & Programs Receptionist – Part-time

Ballet Memphis is seeking qualified applicants for the position of School & Programs Receptionist.

FLSA Status: Seasonal, part-time, non-exempt
Salary: \$14/hour

Organization

In its 37th season, Ballet Memphis is one of the nation's most celebrated professional ballet companies. The Ballet Memphis professional company produces four mainstage productions a season at various local performing venues, including the historic Orpheum Theatre, as well as smaller performances throughout the year at Ballet Memphis studios and in the community. Ballet Memphis has a School with approximately 300 students, and Pilates + Wellness programs that see hundreds of clients weekly. The organization also engages thousands annually through its Community Impact programs. Ballet Memphis's mission is to reveal and celebrate the universality of the human experience through dance.

General Description

The School & Programs Receptionist provides outstanding customer service to students, parents, patrons, and staff and acts as an ambassador for the Ballet Memphis School and its community programming. This position is part-time and reports to the School & Box Office Manager. This position works Ballet Memphis School hours which are afternoons and evenings Monday through Friday, as well as Saturday mornings, currently scheduled for August through May. As a seasonal position, other hours and days will be required as needed.

Job Responsibilities

- Greet parents, students, program clients and guests as they enter the facility.
- Work with the security guard to supervise during student drop off and pick up.
- Track school attendance.
- Check in adult ballet students in Mindbody.
- Assist School & Box Office Manager with Parent Association meetings
- Keep visitors informed of all Ballet Memphis programming and upcoming performances and events.
- Process payments for tuition and ticket sales.
- Keep the lobby and front desk area organized and clean.
- Answer phone calls and general inquiries.
- Perform other administrative tasks as assigned.

Job Requirements

- Excellent interpersonal skills, including a positive, optimistic attitude
- Excellent oral and written communication skills
- Strong organizational skills and attention to detail
- Consistent reliability in attendance and job performance



Ballet Memphis works to sustain an environment that is consciously inclusive of all races, ages, religions, sexual identities, gender expressions, and abilities. We renounce racism as well as any other system or structure that perpetuates exclusion and causes harm. Our excellence derives from our diversity, and we commit to continuously challenging ourselves as well as old ideas and outdated norms that hinder the full celebration of our collective humanity.

Qualified and interested applicants should send a resume, cover letter, and references to careers@balletmemphis.org. Please include "School & Programs Receptionist" in the subject line. Applications will be accepted until the position is filled. No phone calls, please.