



<b>Job Title:</b> School Receptionist	
<b>Reports to:</b> School Operations Manager	
<b>Program/Department:</b> School	
<b>FLSA Status:</b> Non-Exempt	<b>Schedule:</b> Part-Time
<b>Approved by:</b>	<b>Date Approved:</b> 06/27/2023

### SUMMARY

The **SCHOOL RECEPTIONIST** helps create a positive experience for the students and parents visiting the Oklahoma City Ballet Yvonne Chouteau School and helps guide and direct guests during their visit to our building during School operating hours. Reporting to the School Operations Manager, the School Receptionist capably collaborates and communicates with the Director of School and Studio Company, School Operations Manager, and all School Faculty and staff.

### DUTIES AND RESPONSIBILITIES

- Greet and direct each guest that enters the building in a cheerful and professional manner
- Answer phones promptly in a professional and knowledgeable manner
- Direct current and potential students to the registration app and answer questions as needed
- Guide guests and students to the appropriate classrooms
- Receive school forms as directed
- Monitor and escort students as they enter and exit the building
- Check-in students for classes as directed (taking attendance)
- Receive and properly document payments as directed
- Handle accidents and injuries in a professional, calm manner
- Prepare accident/incident reports, when needed
- Send detailed end-of-day report
- Be available to work Company or School-related events (ex. Spring Showcase/Performance, Future Voices, Scissortail, Open House, etc.)
- Maintain communication regarding facilities issues
- Maintain a positive, peaceful, and safe environment for the benefit of students in class and rehearsal
- Maintain communication with all School staff regarding any issues, questions, or concerns related to students, parents, teachers, and accompanists
- Sell merchandise and maintaining a balanced cash register
- Complete closing procedures as directed including such tasks as: checking all studios and bathrooms to make sure no one is in the building, picking up items left behind, closing shades, balancing register, closing all exterior doors, turning off lights, etc.
- Perform other duties as required or requested

### EDUCATION AND EMPLOYMENT EXPERIENCE

- High School Diploma or equivalent experience
- Personal qualities of integrity, credibility, and dedication to the Oklahoma City Ballet
- Excellent verbal and written communication skills
- Must have a polished professional demeanor
- Experience or knowledge of dance is preferred
- Experience in customer service preferred
- Must have availability 3PM – 9PM on weekdays, 8AM – 4PM Saturdays, and some Sundays

- Ability to communicate in Spanish and English is beneficial but not required
- Required: appropriate clearance of background check

### **COMPENSATION**

The position is part-time, requiring approximately 15-20 hours per week, compensated at \$11 per hour.

### **APPLY**

To apply, send your resume and three references to [Jobs@OKCBallet.org](mailto:Jobs@OKCBallet.org). The position will remain open until filled, but our priority deadline is **July 31, 2023**.

### **EEO STATEMENT**

**Oklahoma City Ballet is a safe, inclusive workplace for people of all backgrounds and identities. Some candidates may feel like they are underqualified for a job if they do not have experience in all aspects of the job description. We encourage applicants that are excited about the role, regardless if they meet every requirement, to please apply. We believe similar, though different, experiences are transferrable.**

**Oklahoma City Ballet is committed to the principle of equal employment opportunity for all. All employment decisions are based on business needs, job requirements, and individual qualification. Oklahoma City Ballet, in compliance with all applicable federal, state, and local laws and regulations, does not believe in nor discriminate on the basis of: race; color; national, social or ethnic origin; age; religion or belief; gender; sexual orientation; gender identity; marital, civil union, domestic partner or family status; disability; genetic information; Veteran status; or any other characteristic protected by state, federal, or local law in any of its policies, practices, or procedures.**

**We expect and require the cooperation of all employees in maintaining a discrimination and harassment-free workplace.**