

PART-TIME FRONT DESK ATTENDANT

School of American Ballet, the official training academy of New York City Ballet, is seeking part-time Front Desk Attendant. The School has a student body of 500+ students ranging in age from 6-20, and a residence hall which houses 60+ students.

Candidates must have afternoon/evening availability Monday-Friday and 8am-2pm availability on Saturdays. Flexibility to cover additional hours is a plus. The position will be available beginning the week of August 29.

As the face of our organization, the successful candidate will provide extraordinary customer support to our students, families and guests and manage the reception area of the school. Candidates will be expected to perform administrative tasks and interact well with students and families. The shifts are very active and require a strong multi-tasker.

Under supervision by the Receptionist & Testing Coordinator, this position includes the following duties and responsibilities:

Front Desk duties:

- In coordination with SAB Guard, observe all elevators and lobby activity and be alert for the presence of any individuals who may not belong at SAB.
- Enforce 5th floor policies, including but not limited to guest check-in, drop-off/pick-up procedures, photo/video regulations.
- Maintain overall front desk operations which include but are not limited to the following: follow guest check-in procedures, distribute mail, receive and transfer phone calls, check front desk email and voicemail, assist in posting notices for students.
- Assist in student attendance procedures: check attendance email and attendance voicemail, take attendance for classes during shift and enter into student database, make attendance follow-up calls to families.
- Help maintain overall cleanliness of reception area and 5th floor spaces. Report any problems with facilities or equipment to the Operations Manager or Fire Command.
- Assist in departmental mailings, as needed.
- Follow proper procedures to close the floor at night.
- Other duties as assigned.

COVID-19 Protocols:

- Follow and enforce all health and safety protocols in regards to participation in ongoing testing, PPE, social distancing, traffic patterns, guest/visitor protocols.
- Offer support to Receptionist & Testing Coordinator when needed, including preparing test kits for distribution and pick-up.
- Assist adult hall monitors.

Special Duties:

- Be familiar with all Emergency Preparedness Directives (see red "Emergency" binder) including fire evacuation procedures.
- Maintain and dispose of Lost & Found items.
- Distribute NYCB performance tickets in accordance with established procedures.

Qualifications

- *Bachelor's Degree
- *Professional administrative experience
- *Friendly, mature demeanor
- *Responsible, timely

*Ability to multi-task and work independently

*Previous experience with children and/or in a school preferred. Interest in working with children is a must!

*Must consent to criminal background check

Additional information

Location: Lincoln Center, 65th between Broadway and Amsterdam

Position start: Week of August 29

Hours: Afternoon/evenings Monday-Fridays, 8am-2pm Saturdays.

Salary: \$16/hour

Contact Information: jprice@sab.org. Please include job title in the subject line.

Email should include letter of interest, resume and 3 references

There is no close date for resumes. Interviewing and hiring will begin as successful candidates are identified.