

Milwaukee Ballet's mission is to transform lives and connect communities through inspiring performance, community engagement, education and training.

Receptionist

Position Summary

The RECEPTIONIST reports directly to the Milwaukee Ballet School & Academy Registrar. He/she will be responsible for managing the Milwaukee Ballet's front desk and reception. This is a part-time, non-exempt position. This is a part-time, exempt position

Responsibilities

- Greet and direct visitors, students and families of the Milwaukee Ballet School & Academy as necessary
- Act as first point of contact for resolving customer enquiries for all areas of Milwaukee Ballet including School & Academy, Community Engagement, Marketing, etc
- Answer Milwaukee Ballet's general customer service line. Assist callers and direct calls accordingly
- Monitor the front and back door
- Direct people accordingly throughout the building
- Open the building at the start of the day and lock it at the end of the day, when first or last person on the desk schedule
- Enforce Health & Safety protocols established by Health & Safety Committee
- Record attendance in Mindbody
- Disinfect high touch points
- Assist disinfecting studios as needed
- Other duties assigned by MBSA Registrar

Background & Qualifications

- High School diploma or equivalent
- Exceptional customer service and organizational skills
- Able to present oneself in a positive and professional way
- 18-years or older
- Trustworthy and able to work independently
- Ability to speak Spanish a plus
- Work hours to be discussed with MBSA Registrar

Required Values & Qualities

- Record attendance in Mindbody
- Disinfect high touch points
- Assist disinfecting studios as needed
- Other duties assigned by MBSA Registrar

About Milwaukee Ballet

Founded in 1970, Milwaukee Ballet is a leader in Wisconsin's arts and culture scene. Under the stewardship of Artistic Director Michael Pink, Milwaukee Ballet has become world-renowned for presenting bold new interpretations of story ballets, and cutting-edge contemporary works. Milwaukee Ballet is home to an international company of dancers and is one of a few companies in the nation with its own orchestra. Milwaukee

Ballet School & Academy is the only professional dance school in the Midwest accredited by the National Association of Schools of Dance. Milwaukee Ballet's award-winning Community Engagement department serves more than 38,000 people in Southeastern Wisconsin through original, interactive programs. More at www.milwaukeeballet.org.

How to Apply

- Send a letter of intent and resume to kkowols@milwaukeeballet.org
- For best consideration, apply by **August 27th, 2021**.
- Successful applicants will be subject to a background check.

Date Posted: 08/19/2021