



**JOB TITLE:** Front Desk Coordinator (Part-time 18 hours per week)

**REPORTS TO:** Founding Artistic Director & Executive Director

## **ABOUT ORIGINATION CULTURAL ARTS CENTER**

Founded in 1994, OrigiNation is a 501(c)(3) non-profit performing arts organization that uses dance to develop leadership, confidence, and self-sufficiency among boys and girls ages 3-18. We also use the arts to raise public awareness about African American history and train our youth to become active participants in the movement for racial equality and social justice in the United States and abroad. The majority of our students live in Roxbury, Dorchester, and Mattapan, where access to quality dance and theater programs is limited. We serve over 300 boys and girls annually through our on-site programs and an additional 1,500 youth through our outreach and touring programs.

## **POSITION OVERVIEW**

Working under the direction of the Founding Artistic Director and Executive Director, the Front Desk Coordinator plays a crucial role in OrigiNation's team. We're seeking a generalist with top-notch administrative and word processing software skills, presentation expertise, and proficiency in relevant technology. This role involves a balanced focus on marketing and program assistant duties, along with providing administrative support to the Founding Artistic Director and Executive Director.

### *General administrative responsibilities:*

- Serve as Front Desk Coordinator.
- Create a top-notch customer service environment by greeting guests, answering phone calls, directing visitors, and taking messages for staff.
- Answer phones, check messages daily.
- General office duties (e.g. record keeping, copying, mailings, scheduling meetings, creating sign in sheets, etc.)
- Provide administrative support to the senior management team of two.
- Process student registrations including processing payments and issuing receipts.
- Collaborate with team members to help plan events, projects, and campaigns as needed.
- Maintain inventory and order office supplies when needed.
- Assist with setting up the OrigiNation marketing table at OrigiNation performances.
- Coordinate front of house activities – (i.e. scan tickets, distribute programs, set up refreshment table, etc.)

- Attend and stay for the entirety of self-produced scheduled OCAC performances.
- Provide administrative support to teams when necessary.

## **QUALIFICATIONS**

- Minimum 1-2 years of professional office experience with marketing and program support preferred.
- Excellent administrative and organizational skills and meticulous attention to detail.
- Experience and interest in youth arts programming.
- A high-level of comfort and accuracy in working with numbers, data, and spreadsheets.
- Ability to be flexible, work well under pressure, be proactive and handle multiple tasks simultaneously with poise, enthusiasm, discretion, and professionalism.
- A high degree of integrity and respect for diverse perspectives.
- Time management skills to be able to prioritize activities, especially when there is a high volume of tasks.
- Positive attitude for greeting customers and clients in a friendly and warm manner upon arrival at the office or through the phone.
- Communication skills to be able to communicate with internal team members or clients and understand their needs.
- Administrative skills to be able to use basic computer programs including Microsoft Office. (i.e Word, Excel, Powerpoint)

## **PREFERRED SKILLS AND REQUIREMENTS**

- Strong communication, customer service, and organizational skills.
- Minimum 2 years of computer experience including proficiency with Microsoft and Google applications (creating spreadsheets, typing correspondence, online research).
- Must be dependable and reliable.
- Demonstrated commitment to and willingness to uphold OrigiNation's mission.
- Takes pride in the upkeep of the studio.
- Ability to work some evenings and weekends as needed for scheduled performances.

## **ADDITIONAL TERMS**

- This is a part-time, 18 hours per week, in-person position. Extra hours required when OrigiNation curates annual self-produced performances.
- Work hours: Monday, Wednesday, 3pm-7pm;
- Saturday 8:00 am-5:30 pm (with a 30 minute lunch break.)
  - *Saturday hours occur when classes are in session. Schedule runs parallel to Boston Public School's calendar.*
- Must pass CORI and SORI background check.

## **SALARY AND BENEFITS**

- Salary \$18-\$20 per hour.
- Opportunities for continued learning and professional development.
- No health insurance.

## **HOW TO APPLY**

Candidates should email a cover letter, resume, and one writing sample to OrigiNation at [info@originationinc.org](mailto:info@originationinc.org) with "Front Desk Coordinator" in the subject line. Resumes without a cover letter will not be considered. Applications will be accepted on a rolling basis until the position is filled. No phone calls please.

OrigiNation Cultural Arts Center is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or any other legally protected status.