

Hoff-Barthelson Music School

25 School Lane, Scarsdale, New York 10583 • 914-723-1169 FAX: 914-723-0036
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Evening Receptionist (PT) **Position Description, September 2019**

TWO NIGHTS PER WEEK, MONDAYS – THURSDAYS, 4:00-9:30 pm (11 HRS/WK)

Founded in 1944, Hoff-Barthelson Music School is one of the country's premier community music schools with a national reputation for unsurpassed excellence. The School serves more than 800 students of all ages from 50 Westchester municipalities on its campus in Scarsdale, NY, and another 250 at partner organizations including Head Start Centers, healthcare facilities, and social service agencies throughout Westchester County. The 60-member faculty comprises many of the region's most distinguished educators.

Hoff-Barthelson offers comprehensive individual instruction in both classical music and jazz; a sequential musicianship curriculum encompassing music theory, ear training, composition, music history, and music technology; four orchestras, three choirs, and over 40 chamber ensembles; master classes by world renowned artists; scores of workshops, recitals and concerts; a robust Suzuki program; early childhood instruction; outreach programs; and a five-week summer music and arts program.

The Evening Receptionist

Reporting to the Receptionist Coordinator, the Evening Receptionist is a first point of contact with the school community and its visitors. The Evening Receptionist:

- Greets and directs visitors
- Answers the switchboard; screens and forwards calls and emails to faculty and staff
- Maintains security by following safety procedures
- Supervises students in the lobby who are waiting for classes and/or parent pick-up
- Collects payment for school merchandize
- Organizes, sets up and cleans up refreshments for performances
- Provides administrative support for registration, student services, marketing and development departments as needed
- Maintains displays of HBMS catalogs, flyers and other promotional materials; updates bulletin board
- Performs other duties as assigned

QUALIFICATIONS

Education & Experience: High School Degree; 1-2 of relevant experience preferred

Knowledge and Skills: Proficient with data-entry and Microsoft Office Suite applications. Strong written and verbal communication skills. Attentiveness to details and deadlines. Ability to be positive, resourceful and proactive when issues arise. Excellent organizational skills, multi-tasking and time-management skills. Ability to collaborate effectively with various departments. Knowledge of classical music and jazz a plus.

Physical Demands: Infrequent lifting and carrying of up to 25 lbs. Must be able to sit for extended periods of time; frequently working at a keyboard for up to 6 hours at a time.

Compensation: \$15 - 17 per hour, depending upon experience.

TO APPLY: Please send a cover letter and resume to careers@hbms.org by September 30, 2019.