

Receptionist, Part Time

Monday-Friday, 3:30 pm to 9:30 pm

Saturday, 8:30 am to 5:00 pm

Position Description, September 2023

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 Part-Time Receptionist

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

DUTIES

Duties include, but are not limited to:

- Nurture a warm, welcoming, and service-oriented environment, striving to make every member of our diverse community of students, families and faculty feel at home
- Greet, direct, and check all visitors into location and direct them accordingly
- Answer switchboard, screen and forward calls and emails as appropriate
- Support safety and security by following protocols set by the school
- Supervise students in waiting areas
- Forward messages from students needing to cancel or reschedule lessons to faculty members and the Student Services and Registration departments immediately upon receipt
- Respond to general questions and requests for information about the School and our various departments and programs, forwarding questions to the appropriate staff person or department as appropriate
- Organize set-up and cleanup refreshments for during rehearsal breaks and performances, when applicable
- Perform light administrative duties
- Other duties as assigned

QUALIFICATIONS

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

Knowledge and Skills: Excellent interpersonal skills and emotional maturity. 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. Familiarity with data-entry and Microsoft Office Suite applications. Ability to collaborate effectively with various departments. Interest in classical music and/or jazz are considered plusses but are not required.

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 4 hours at a time.

Compensation: \$18.00 per hour to start; earned sick leave; tuition discounts; and a joyful work environment. Opportunities for advancement. Additional benefits available to hourly personnel working 20+ hours per week.

TO APPLY: Please send a cover letter and resume to careers@hbms.org.