

# Hoff-Barthelson Music School

25 School Lane, Scarsdale, New York 10583 • 914-723-1169 FAX: 914-723-0036

www.hbms.org • email: hb@hbms.org

## **Receptionist/Administrative Assistant (Part time)**

**Various Shifts Available M-F, 1:30 – 9:30 pm and Sat 8:15 am- 5:00 pm**

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 48 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 Receptionist/Administrative Assistant**

Reporting to the Receptionist Coordinator, the Receptionist/Administrative Assistant is a first point of contact with the school community and its visitors. They also provide administrative support to various departments, including Student Services, Registration and Marketing.

#### Reception Duties

- Nurture a warm, welcoming, and service-oriented environment, striving to make every member of our diverse community feel at home
- Greet and direct visitors; receive, screen and forward calls, emails, and other messages; log incoming parcels; and field routine questions regarding school activities
- Support safety and security by following safety procedures and reinforcing COVID-19 protocols
- Ensure all visitors – students, parents, staff, faculty, and guests – have completed a daily *Health Assessment Form* before entering our facilities
- Supervise students in waiting areas
- Collect payment and manage inventory for school merchandise sales
- Organize set up and cleanup refreshments for during rehearsal breaks and performances

#### Administrative Duties

- Provide administrative support to our Student Services, Registration, Development, and Marketing departments
- Prepare concert and student recital programs by entering and laying out content, printing and folding
- Maintain contact databases and displays of HBMS catalogs, flyers, and other promotional materials

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- Generate mass communications such as bulk emails or hardcopy mailings to support recruitment and fundraising goals
- Performing other duties as assigned.

## **QUALIFICATIONS:**

**Education and 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. Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, SharePoint, and Publisher). Ability to collaborate effectively with various departments. Interest in classical music and/or jazz are considered pluses 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 6 hours at a time.

**Schedule:** Various shifts available including weekday afternoons and evenings with Monday, Tuesday and Wednesday evenings being priorities, from 3:30 – 9:45 pm, and occasional Saturdays from 8:15 am – 5:00 pm.

## **COMPENSATION AND BENEFITS**

\$20.00 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 apply through Indeed](#) by August 19, 2022. Include a cover letter and resume. Expected start date September 12, 2022.