

Job Title: Front Desk Receptionist

Location: Wayne Center for the Arts

Job Type: Part-Time

Job Summary:

Wayne Center for the Arts is looking for a friendly and organized Front Desk Receptionist to be the first point of contact for visitors, students, and staff. This role is essential in providing excellent customer service, assisting with class registrations and tuition payments, and ensuring smooth daily operations at our front desk.

Responsibilities:

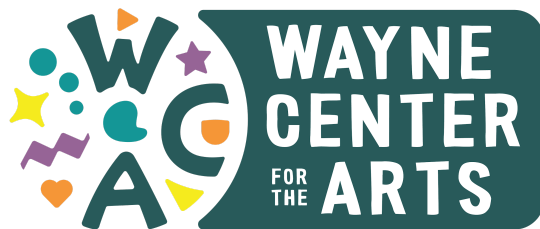
- Greet and assist patrons, students, and visitors in a warm and professional manner.
- Answer and direct phone calls, providing accurate information about programs, events, and facility use.
- Securely open and/or close the building, and while on duty, monitor and control access by buzzing in visitors and ensuring all security protocols are followed. Process class registrations and accept tuition payments, ensuring accuracy in student information.
- Maintain and update student records and registration details as needed.
- Perform light clerical tasks such as typing, filing, printing, and organizing materials.
- Assist with general inquiries and provide support to staff as needed.
- Assist with scheduling and posting social media content as needed.

Qualifications:

- Strong customer service and communication skills.
- Comfortable using computers and learning new software (experience with registration systems is a plus).
- Organized, detail-oriented, and able to multitask in a busy environment.
- Reliable and able to work independently.
- Previous experience in a receptionist, administrative, or customer service role preferred.

Schedule & Compensation:

- Part-time position with flexible scheduling, including some evenings and weekends as needed.
- Hourly wage based on experience.



If you enjoy interacting with people, staying organized, and being part of a vibrant arts community, we'd love to have you join our team! Apply today to be part of Wayne Center for the Arts.

To Apply:

Email resume or CV to Lynn@WayneArtsCenter.org.