

SCHOOL OF Ballet San Antonio™

POSITION DESCRIPTION

Company:	School of Ballet San Antonio
Job Title:	Front Desk Attendant
Employment Type:	Part-Time, Non-Exempt
Reporting To:	Associate Director
Location:	San Antonio, TX

The School of Ballet San Antonio (SBSA) provides dancers, ages 3 and above, the opportunity to work with professional staff to emphasize the French curriculum of musicality, sound technique and a strong focus on alignment of the body.

The Front Desk Attendant is responsible for greeting dancers as they arrive for class, answering the SBSA phone, checking-in Adult Ballet students, taking temperatures at the door, and ensuring the safety of students entering and exiting the building. The Front Desk Attendant facilitates the arrival and drop-off procedures for SBSA and makes the safety of students their biggest priority.

Responsibilities

- Ensuring the safety of the students of SBSA
- Facilitating the safe drop-off/pick up of all students

Duties

- Facilitate SBSA drop-off/pick-up procedures which include taking temperatures, opening the door for arriving students and ensure departing students get to their vehicles safely
- Ensure students are getting ready for classes accordingly, which may include helping younger students with taking off/putting on warm ups and ballet shoes
- Helping the teacher line students up in the hallway in an orderly fashion before their class begins
- Maintain an appropriate noise level in the waiting areas, ensuring students are behaving appropriately
- Answer the SBSA telephone and be able to provide basic information about the school and its offerings, as well as taking notes and relaying messages to the appropriate party
- Have a friendly and welcoming demeanor with students, parents and fellow employees
- Be available for weekday evenings from 4:00 pm – 8:30 pm and Saturdays from 9:00 am – 1:00 pm
- Other duties as assigned.

Competencies

- Excellent written and verbal communication skills, with a demonstrated ability to positively manage multiple constituencies which will include small children, adult students, faculty and other artistic staff, parents, SBSA Board of Directors and BSA senior management, landlords, and others
- First Aid Certified
- Have a high school diploma
- Have a basic knowledge of ballet, or be willing to learn, and be engaged with the SBSA community
- Ability to create a warm atmosphere for students, parents and employees of SBSA
- Youthful vitality combined with maturity of judgement
- Ability to manage priorities and support a busy workload
- Effective planning and time management skills

Supervisory Responsibilities

This position does not have supervisory responsibilities.

Ballet San Antonio is an equal opportunity employer and hires and employs individuals without regard to race, color, gender, age, disability, or any other characteristic prohibited by law.

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Relocation assistance is not available for this position.