

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 & Sat 9:00 AM – 5:00 PM

Position Description, October 2019

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, Rockland and Connecticut 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 instruction in both classical music and jazz—private lessons in more than 20 instruments and voice; a sequential musicianship curriculum encompassing music theory, ear training, composition, music history, and music technology; four orchestras, four choirs, and over 30 chamber and jazz ensembles; master classes by world renowned artists; performances, workshops, recitals and concerts; a robust Suzuki program; early childhood instruction; 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. S/he also provides administrative support to various departments, including Student Services and Registration.

Reception Duties

Nurtures a warm, welcoming and service-oriented environment, striving to make every member of our diverse community feel at home by:

- Greeting and directing visitors; receiving, screening and forwarding calls, emails and other messages; logging incoming parcels; and fielding routine questions regarding school activities
- Maintaining security by following established safety procedures and supervising students in the lobby waiting for classes and/or parent pick-up
- Collecting payment and managing inventory for school merchandise sales
- Organizing, setting up and cleaning up refreshments for performances and the school's coffee bar

Administrative Duties

Supports the Student Services, Registration, and other departments in ensuring that all current and prospective students and families receive exemplary service by:

- Forwarding messages about student cancellations to faculty members and the Student Services and Registration departments immediately upon receipt
- Preparing concert and student recital programs by entering and laying out content, printing and folding
- Responding 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
- Maintaining contact databases and displays of HBMS catalogs, flyers and other promotional materials
- Performing other duties as assigned.

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QUALIFICATIONS

Education: Associates degree or above.

Experience: 2-3 years of experience in a related position.

Knowledge and Skills: Excellent interpersonal skills. Proficiency with data entry and Microsoft Office Suite applications including Word, Excel, Outlook, and Publisher. Strong written and verbal communication skills. Attentiveness to details and deadlines. Excellent organizational skills, multi-tasking and time-management skills. Ability to be positive, resourceful and proactive when issues arise. Ability to collaborate effectively with colleagues in other 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.

Schedule: Various shifts available including weekday afternoons and evenings from 1:30 – 9:30 PM, and Saturdays from 9:00 AM – 5:00 PM.

COMPENSATION

Between \$15.00 and \$18.00 per hour.

TO APPLY: Please send a cover letter and resume to careers@hbms.org by October 31, 2019.