



POSITION DETAILS

Job Title	Front Desk Receptionist
Location	Los Gatos Ballet, Los Gatos, CA 95032
Status	Part-Time
Compensation	Starting at \$16 hourly
Schedule	Afternoons and early evenings

JOB DESCRIPTION

We are seeking an individual who is self-directed with excellent people skills. One who delights in helping others, as they seek council for choosing ballet shoes, leotards or simply needing clarification about our policies and procedures. Creating a friendly and supportive atmosphere is integral. We promote an Open Door policy, as we seek information from our customers to shape our programs in the interest of creating the best and most rewarding experience for all.

RESPONSIBILITIES

- Customer relations
- Phone and email communications
- Scheduling and enrollment
- Support and implementation of studio and program policies
- Office, lobby and studio maintenance, replenishing supplies
- General clerical duties including filing, scanning, inventory tracking and mailing
- Additional projects as needed

QUALIFICATIONS

- Motivated, organized, and able to work with minimal supervision
- Excellent customer service and communication skills (written and verbal)
- Warm and welcoming personality
- Aligned with Core Values:
 - Teamwork, Integrity, Growth-Minded, Excellence, and Respect

CONTACT INFORMATION

If interested in becoming a team member, please submit your resume and cover letter to info@losgatosballet.org and indicate in the subject line that you are interested in the Front Desk Receptionist position.

ABOUT

Los Gatos Ballet offers ballet and pilates instruction of the highest caliber. Our staff provides training with a holistic approach. Through the teaching methods and programs, patterns of awareness, presence and accountability are facilitated on the road to self-mastery.

Los Gatos Ballet is an equal employment opportunity employer.

LosGatosBallet.org