



TITLE:	Front Desk Specialist	CLASSIFICATION:	Part-Time – 15-20 hours / week
Place of Work:	Red River Dance & Performing Company		
<p>Overview: Red River Dance is an industry leading , non-profit dance studio that invest in relationships to build strong, physical, technical and creative dancers. We are looking to hire a front desk manager. The hours of this position will mainly consist of late afternoon – evening and will take place M-F with the occasional Saturday.</p>			
<p>EDUCATION, EXPERIENCE & TRAINING:</p> <ul style="list-style-type: none"> • High school diploma or equivalent <p>KNOWLEDGE, SKILLS & ABILITIES:</p> <ul style="list-style-type: none"> • Excellent customer service skills • Strong oral & written communication skills • Working knowledge of many forms of technology • Ability to work effectively and efficiently with multiple team members • Self-motivated with desire for continued learning • Strong proofreading skills and attention to detail • Maintain confidentiality and privacy at and away from dance studio • Proficiency in Canva, marketing and advertising an added bonus <p>DUTIES & RESPONSIBILITIES:</p> <ul style="list-style-type: none"> ○ Opening / Closing Studio ○ Cleaning ○ Ordering supplies ○ Become proficient in Jackrabbit ○ Adjust and monitor accounts as needed in conjunction with the Office Manager ○ Create & book events & classes in online scheduling system ○ Answer phone, respond to voicemail, & email questions ○ Draft and send mass emails and texts ○ Chaperone additional RRD events ○ Take Payments ○ Create events in Jackrabbit & manage registration <ul style="list-style-type: none"> ▪ Drop classes, register dancers, transfer dancers, post & delete fees ○ Assist all customers with inquiries ○ Assist in giving tours and helping new dancers / families ○ Assist with creating marketing materials for camps ○ Assist with managing social media outlets • Any additional tasks as assigned by the Executive Director, Program Director, & Office Manager <p>Estimated Weekly Schedule:</p> <ul style="list-style-type: none"> ○ 3:30-8:30pm Tuesday - Thursday ○ Additional potential hours Monday, Friday & Saturday 			

**Red River Dance & Performing Company's Executive Director & Board of Directors reserve the right to update this job description at any time if in the best interest of the organization.*