



PACIFIC BALLROOM DANCE

FRONT DESK/REGISTRAR

PART ONE - OVERVIEW OF POSITION

Primary Duties-support Executive Director and Staff by performing general office duties, student registration, updating rosters, gathering waivers and contact information, and communicating effectively with customers. Various reports, USPS mail and email communication, and new employee onboarding are also included in tasks. Perform other duties as requested, and as time allows.

Facility duties-include managing the day-to-day operations of the studio, and coordinating committees and needs for PBD events. Facility management includes scheduling floor time and rental of floor space as well as coordinating the janitorial crew to keep the facility clean and stocked with supplies. Scheduling staff to man the desk during studio hours and managing maintenance and repairs are tasks that are also facility management duties. Help coordinate main events-Concerts, PBD Competition, and other duties as needed (Front of House, Volunteers, Ticketing, etc.)

PART TWO - LIST OF FUNCTIONS

- Studio maintenance and supplies (office, restroom, cleaning, painting, folding door, heaters, lights)
- New students registration, payment plans, build new season rosters
- Help with all studio events: auditions, Colors of the Rainbow, concerts, showcases, competitions, fundraiser
- Employee updates, run background checks for staff/volunteers
- Make sure commercial liability and D&O insurance coverages are renewed
- Collect individual competition participation fees
- Set up ticketing for concerts
- Monitor Concert ticket sales
- Work with Parent Committee to fill volunteer positions for concerts

PART THREE - DESIRED SKILLS

- Excellent writing skills
- Self-starter with a high level of initiative
- Responsive to emails/phone calls
- Friendly, with a high degree of social and emotional intelligence
- Excellent customer service skills
- Organized and detail-oriented

SALARY: DOE • 12+ HOURS PER WEEK • 4-8PM 3 DAYS/WEEK • FLEXIBLE SCHEDULE