

## **Front Desk Administrative Assistant**

**Starting pay range: \$15**

**Location: Montpelier Arts Center**

**Term (summer or permanent): Seasonal Year Round/Permanent**

**Apply by May 27, 2022 for Best Consideration**

### **Full Job Description:**

Montpelier Arts Center is seeking a talented and motivated individual to join our customer service team. General office management duties include but are not limited to; opening and closing the facility, answering phones, greeting and assisting patrons, assisting resident artists, sales, balancing cash register, setting up equipment for classes and meetings, and other duties as assigned. Individuals with experience in the visual arts and/or marketing a plus but not required. This is a part-time entry level position with an hourly range of \$15.00, up to 28 hours a week. Current hours of operation are 10am to 10pm, Monday through Thursday; Friday – Sunday 10am -6pm. On select days, hours are until 10 pm for special events or classes. Must be able to bend and lift up to 30 pounds. General computer skills necessary and the ability to learn sales processing software.

### **Duties:**

General office management.

Answer phones.

Greeting and assisting patrons with questions.

Register patrons for classes.

Sell tickets for events.

Data entry.

Setting up equipment for classes, meetings and events.

Opening and/or closing the facility.

### **Qualifications:**

Some experience with customer service and light clerical duties.

### **To Apply:**

Please email a resume and contact information to [Montpelierarts@pgparks.com](mailto:Montpelierarts@pgparks.com).