



GLEN ECHO PARK

Glen Echo Park Partnership for Arts and Culture

The Glen Echo Park Partnership for Arts and Culture is a nonprofit arts & culture organization that manages the programs and facilities at Glen Echo Park, a vibrant arts and cultural center located in Montgomery County adjacent to Bethesda and the Town of Glen Echo. The Park is a community of artists, educators, dancers, and performers who share their knowledge and expertise with participants and audiences of all ages and skill levels. The Glen Echo Park Partnership is dedicated to encouraging public participation in all that the Park has to offer.

The Partnership seeks a Part Time Registration and Front Desk Assistant with excellent customer service skills and a desire to further the Partnership's mission. The ideal candidate will have excellent written and verbal communication skills, strong data entry and some working knowledge of database systems. This candidate will also be able to easily multi-task between roles as a receptionist and detailed administrative work of a registration assistant.

Job Title	Job Posting Date	Closing Date
Part Time Registration and Front Desk Assistant	Oct 1, 2025	Nov 1, 2025
Department	Reports to (Position)	
Education Department	Programs and Registration Manager	

Job Type	Hours	FLSA Status	Pay Type	Salary Range
Regular ▾	Part-time ▾ 20-25 hrs/wk	Non-Exempt ▾	Hourly ▾	\$17-\$18/hr

Work Schedule and Hours

Hours: 20-25 hours per week; Thursday-Saturday; 9:30am- 6pm. Some additional hours during special events. Occasionally cover for other Registration team members as needed.

Benefits

- Eligible for Montgomery County Sick and Safe Leave (1 hour sick leave accrued for every 30 hours worked)

Duties & Responsibilities:

- Assist students in registering for classes via phone, online, email and in-person.
- Monitor course registration trends and low enrollments.
- Assist students with navigating the online registration process.
- Provide information as requested to instructors, students, staff, and partner groups in the Park.
- Communicate with instructors and students via email and phone regarding course cancellations, refunds, and all related communication for courses.
- Answer phone calls and in person inquiries related to courses, events, and all Park related programs.
- Provide positive customer service through prompt, pleasant and courteous service.
- Assist with input of class registrations, processing payments, course payouts and refunds..
- Provide administrative support for production of two course catalogs per year.
- Performs other related duties as assigned.

Required Skills & Abilities

- Possess and demonstrate strong customer service skills.

- Ability to effectively meet and deal with the public, and handle stressful situations with professionalism.
- Ability to work independently with strong communication skills.
- Experience processing sales and transactions ideally for class registrations.
- Ability to communicate verbally with fluent English to engage patrons.
- Working knowledge of computers, CRM, registration database, and experience with the use of Microsoft Office

Education and Experience

- Must have a Bachelor's degree (visual arts or related field preferred).
- 3 plus years customer service experience

Physical and Other Requirements:

- Must have reliable transportation to and from the Park.
- Must be able to lift and move up to 25 pounds and walk throughout the Park's multi-facility environment for program support. Some buildings are historic and have stairs.

To Apply

With "Part-Time Registration and Front Desk Assistant" in the subject line, please email resume and cover letter to: jobs@glenechopark.org.

Employment is contingent on a criminal background check.

Equal Opportunity Employer

The Glen Echo Park Partnership for Arts and Culture is committed to providing equal employment opportunities to all applicants and does not discriminate against any employee or applicant for employment based on race, color, religion, creed, ethnicity, physical or mental disability, sexual orientation, sex, gender identity, family responsibility, pregnancy, genetic status or information, military or veteran status or on any status protected by federal, state or local law. Accordingly, as it relates to employment opportunities and in accordance with the law, The Partnership will provide reasonable accommodations to applicants with disabilities. Applicants requiring a reasonable accommodation for any part of the application and hiring process should email jobs@glenechopark.org. Individual determinations on requests for reasonable accommodation will be made in accordance with all applicable laws.