



Part-Time Registration and Front Desk Assistant

The Glen Echo Park Partnership for Arts and Culture is an independent nonprofit organization formed to manage and operate the arts programs and facilities at Glen Echo Park, a vibrant arts and cultural center located in Montgomery County. Glen Echo 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. Dedicated to encouraging public participation in all that the Park has to offer, the Partnership makes it possible for this extraordinary community to thrive.

Position reports to the Director of Visual Arts & Education Programs; and the Registrar. Office location: Arcade Building, 7300 MacArthur Blvd., Glen Echo, MD 20812.

Key Responsibilities: Responsible for handling customer service, providing administrative support for course registration, and general front office assistance.

Registrar/Program Support:

- Assist students in registering for classes via phone, online, email and in-person
- Provide information as requested to instructors, students, staff, and partner groups in the Park
- Assist with input of class registrations and processing payment information into online database system
- Provide administrative support for production of classes and events catalogs (two per year)
- Update general mailing lists for the Partnership
- Assist with producing mass email notices to advertise Partnership classes and programs
- Fulfill purchase requests for books and other Partnership merchandise

Front Desk & Other Administrative Duties:

- Welcome and greet visitors to the office; answer and redirect incoming phone calls; respond to inquiries via email and in-person; and provide general information to the public
- Process incoming and outgoing mail, purchase office supplies, and process students' parking permits
- Regularly distribute course catalogs around the Park and ensure catalogs remain stocked year-round
- Occasionally move tables and chairs between classrooms as needed for classes and programs
- Provide clerical support to senior staff and provide general office support
- Serve as a backup to cover art galleries during operating hours
- Perform other duties as assigned

General Expectations:

- Be on-time and consistent in reporting to work during hours listed below
- Behave professionally and courteously at all times
- Act as an excellent representative of the Partnership

Job Type: FSLA, non-exempt, hourly position, starts at \$14-\$15 per hour.

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.

Requirements: The ideal candidate will possess strong customer service experience; excellent communication and multi-tasking skills; exceptional data entry and computer skills; familiarity with Microsoft office; and B.A. or B.S. in visual arts or related field preferred. Must be able to provide own transportation, including during hours when public transportation is not operating. Must be able to lift and move up to 25 pounds and walk throughout the Park for event setup and speak fluent English to engage patrons.

To Apply: Please send resume and cover letter to: gepjobs@yahoo.com. With "Part-Time Registration and Front Desk Assistant" in the subject line of your email. By mail, send to: Attention: The Registrar, GEPPAC, 7300 MacArthur Blvd., Glen Echo, MD 20812. No phone calls.

The Glen Echo Park Partnership for Arts and Culture is an equal opportunity employer.