

## FRONT DESK/OFFICE COORDINATOR

### VISION

ALC brings high quality performing arts programs to children throughout Southern California providing accessible and exceptional arts education programs regardless of race, age, income, or level of experience.

### ALC CULTURE

Students confidently explore the arts within a family-feel environment. Our instructors are carefully selected for each assignment ensuring our students the highest level of both instruction and enjoyment throughout their educational experiences. We purpose to make each program meaningful, challenging and impactful.

### GENERAL RESPONSIBILITIES

The Office Coordinator position for ALC's youth theater programs carries a multi-faceted function of assistant to the Operations Director. In this fast paced, highly visible role, you will cultivate and maintain excellent relationships with our families, staff, and schools as you support day to day operations within a range of office services and provide project scheduling and coordination. You will play an important role in the efficiency of the organization through your attention to detail, professionalism, and with a heart to serve. You will be the registration/enrollment manager, ticket sales-person, and serve as Front of House manager for productions.

### Knowledge

- Knowledge of office administration with proficiency in:
  - Google Drive: Docs, Sheets
  - Office 365: Outlook, Word, Publisher, Excel
  - WordPress – Website Management and Editing
  - Accounting
  - Fundraising
  - Marketing
  - Social Media
  - Database management
- Knowledge of the performing arts (performing, tech, front of house, etc.)
- High level of accuracy
- Payment Processing: Cash and Card handling
- Box office experience a plus!
- Ability to lift 30lbs

### Requirements

- Positive, high energy with good character

- Solid grammar and diction.
- Professional appearance along with excellent customer service skills.
- Collaborative Team Player.
- Ability to multitask in a busy office environment.
- Should desire long-term commitment to the organization.

**Availability:** 25-30 hours per wk \$15-18hr

**Resume submission** [cheryl@artsandlearning.org](mailto:cheryl@artsandlearning.org)