

NORTHWEST CHOIRS
NORTHWEST BOYCHOIR
& VOCALPOINT! SEATTLE

Job Announcement

Position: **Receptionist & Uniform Coordinator**
Job Description attached

To Apply: Email cover letter, resume, three employment references with telephone and email contact information.

Send materials to:

Maria Johnson, Executive Director

maria@northwestchoirs.org (email communication preferred)

or

The Northwest Choirs

Northwest Boychoir & Vocalpoint! Seattle

5031 University Way NE, Suite NB2

Seattle, WA 98105

Application

Deadline: May 20 or until filled / Position open immediately

Contact: maria@northwestchoirs.org

More Info: www.nwchoirs.org

The Northwest Choirs is a nonprofit organization comprised of the **Northwest Boychoir** and **Vocalpoint! Seattle**. Annually, 200 young singers enroll in our premier music education programs. These students -- boys ages 6 to 18, and girls 12 to 18 -- come from all corners of the Puget Sound region representing 115 diverse public and private elementary, middle and high schools. In our program, these children and young adults become skilled musicians and singers with a passion for the musical arts, and the unique ability to perform great choral literature and contemporary works at the highest professional levels.

Northwest Choirs is an equal employment opportunity employer. Successful candidates must pass a Criminal Records Check and have legal status to work in the USA. This is a non-smoking environment. Only drug free, local candidates need to apply.

JOB SPECIFICS – See next page...

JOB SPECIFICS – Northwest Boychoir & Vocalpoint! Seattle

Position:	Receptionist for busy non-profit children's music organization near UW
Reports to:	Executive Director
Employee Status:	Regular, part-time. 14-16 hours/week Hours required: Mon–Thurs: 3 - 6:30 pm <i>Potential to work additional hours for weekend concerts/events and peak seasons.</i>
Compensation:	\$12-\$15 per hour. Pay will be commensurate with experience. <i>(No benefits).</i>
Years' Experience:	1+ years in office work/receptionist and/or customer service
Education Level:	High School diploma/GED and continued education at the college level preferred
Career Level:	Experienced (non-manager)

POSITION PURPOSE

The Northwest Choirs seeks a Receptionist to support the day to day operations of the organization during peak times. The Northwest Choirs' multiple audiences include 200 members (ages 6-18), families, audience patrons, volunteers, and potential members.

DUTIES AND RESPONSIBILITIES

- Report daily to the Office Manager and Executive Director for daily duties.
- General office and receptionist duties to include: Working in a multi-tasking environment - answering phones, assisting students, parents and customers, copying, filing, working with volunteers, keeping the space clean and tidy and well organized.
- Coordinate uniform fittings for students, keeping track of items in database and arranging hemming and cleanings.
- Organizing music library, keeping database and ordering music as requested.
- Taking ticket orders and payments, scheduling auditions, and simple data entry. Ticketing and member records are managed through Easy Ware Software – Total Info Database.

QUALIFICATIONS

The ideal candidate for this part-time position will:

- Have excellent people skills and phone etiquette but also enjoy being the center communication hub for a very busy school-office environment.
- Be comfortable managing own responsibilities while working in a space frequently visited by students, parents, faculty, and visitors.
- Be self-motivated, have strong organizational skills, ability to prioritize and multitask effectively and ensure accuracy in all aspects of the job.
- Be motivated by and attentive to our choir mission, enjoy music, children of all ages and have an interest in the performing arts.
- Possess excellent verbal communication skills in English language and customer service skills.
- Efficient organization skills and ability to work with interruptions to help customers without getting flustered.
- Be a self-starter, enjoys a busy day with co-workers, customers and students, who is able to work independently without continuous direction. Team player.
- Have proficiency with PCs and experience in Microsoft Office Suite (Word, Excel, Access, Outlook). Ability to learn new software efficiently.
- A valid driver's license, access to a vehicle and ability to lift up to 30 pounds a plus.
- Experience working with youth and nonprofits, a good sense of humor, patience, maturity and willing to roll up your sleeves attitude is a plus.