

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: 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. Average 16 hours/week Hours required: Mon–Thurs: 2:30 - 6:30 pm <i>Potential to work additional hours for weekend concerts/events</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 vibrant multi-tasking environment. Answering phones and emails, recording student absences, and taking attendance. Directly working with students, parents, customers, and volunteers; providing assistance to staff and instructors. Copying, filing, keeping space clean and well-organized.
- Coordinate uniform fittings, keep track of items in database, arrange hemming and cleanings.
- Organizing music library, keeping database and ordering music as requested.
- Taking ticket orders and payments and simple data entry. Ticketing and member records are managed through Easy Ware Software – Total Info Database.
- Speaking to parents about choir programs and scheduling audition appointments.

QUALIFICATIONS

The ideal candidate for this part-time position will:

- Be an enthusiastic people person with strong customer service skills, able to act as the center communication hub for a very busy school/office environment.
- Enjoy interacting with children and parents, and able to employ customer service skills to serve as a knowledgeable and personable representative of the Northwest Choirs.
- Be self-motivated, have strong organizational skills and the ability to prioritize and multitask effectively and ensure accuracy in all aspects of the job.
- Possess excellent verbal and written communication skills in English language.
- Be comfortable managing own responsibilities while working in a space frequently visited by students, parents, faculty, and visitors.
- Have the ability to work with interruptions and help customers without getting flustered.
- Be a self-starter, team player, able to work independently without continuous direction.
- Be motivated by and attentive to our choir mission, enjoy music, children of all ages and have an interest in the performing arts.
- Experience working with youth and nonprofits, a good sense of humor, patience, maturity and willing to roll up your sleeves attitude is a plus.
- 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.