

# Job Description

<b>Job title</b>	<i>Evening and Weekend Part-Time Front Desk Associate</i>
<b>Reports to</b>	<i>Event Operations Director</i>

## **Job Purpose**

The Weekend Part-Time Front Desk Associate at The Center has primary responsibility for answering phones, assisting patrons, and opening and closing the building.

Weekend Part-Time Front Desk Associate is the site overseer for the facility and is the first person to be communicated with in case of an emergency.

The Part Time Front Desk Associate mainly works from The Center's Glenwood front desk.

## **Duties and Responsibilities**

- Proactively answer phones
- Assist with wayfinding
- Sell tickets in person and over the phone
- Update Calendars throughout the building
- Keep the Front Desk, copy room, and kitchen clean
- Maintain office supply levels
- Building monitoring, walking the campus regularly on a hour to hour basis
- During rounds, make note of anything that may be out of place, broken, etc and communicate them to the Patron Services Manager
- Understand all Box Office, Ticketing, and Front Desk Policies, including any security protocol in place
- Weekend vacuuming as well as other cleaning projects as they come up
- Assist the Patron Service Manager and Admin Staff with projects
- Other duties as assigned

## **Working Conditions**

Applicant should be able to interface with the public in a professional manor.

## **Physical Requirements**

Applicant should be able to lift at least 25 lbs. Applicant should be able to climb multiple flights of stairs and walk multiple city blocks in a day.

## **Direct Reports**

None.