



## Job Posting

### Position: Part-time Administrative Assistant – Evening/Weekend Reception

The Winchester Community Music School is looking for a positive, energetic and customer-focused individual to work as the evening/weekend front office staff. We are seeking an individual who wants to join a team of excellent administrators in a full-range community music school. This position available September 2010.

#### *Qualifications:*

- Ability to work independently in a fast-paced customer focused and team-based environment.
- Demonstrated customer care orientation and skill.
- Ability to multi-task.
- Ability to communicate effectively with students, parents, faculty, and staff.
- Demonstrated openness and flexibility to take on additional duties and responsibilities as needed.
- Excellent working knowledge of Microsoft Office products.
- Professional appearance.
- Available Monday through Thursdays, 5:30 to 9:15 pm; Friday 5:30 to 7:45pm and Saturdays 8:30 am to 1:45 pm. **This position is also available as a job share.**

Please email cover letter and résumé to:  
info@winchestermusic.org or fax: 781-721-9670.

Winchester Community Music School is an equal opportunity employer.

#### **Winchester Community Music School -- A Home for Music**

*Our mission is to enrich the lives of individuals and the community by providing outstanding and varied music education programs available to all. Winchester Community Music School nurtures learning and the joy of music in a welcoming and diverse atmosphere.*

Winchester Community Music School is a member of the  
National Guild for Community Arts Education