



## **JOB POSTING**

### **Part Time Evening/Saturday Administrative Assistant**

Looking for some extra work in a school filled with music and joy? Winchester Community Music School (WCMS) is looking for a friendly, responsible, and customer focused individual to help us staff our music school front office. This reception/admin assistant type position is the first point of contact for all WCMS students & families, faculty and staff, and visitors. You would be part of a team of great individuals that share the role throughout the week based on team member availability. You would be assigned approximately 5-10 or more hours/week based on your availability. The typical work hours are weekday evenings from 5:00-9:30 PM (5:00-8:00 PM on Fridays) and Saturdays 7:45 AM- 5:15PM. Hours will be assigned based on the needs of the school and team members availability.

### **KEY DUTIES AND RESPONSIBILITIES**

(The following are representative examples of the principal tasks to be accomplished but are not considered to be all inclusive.)

- Opens up and/or closes and secures music school following established guidelines.
- Answers telephone, greets customers, assists faculty and staff ensuring a high level of customer care. Reviews WCMS main electronic and voice mailboxes and responds accordingly.
- Maintains knowledge of all program offerings ensuring accuracy of information given to customers, faculty, and staff.
- Supports Registrar with registration by assisting families with online registration as appropriate.
- Supports Business Manager with payment processing, data entry, photo copying, and processing merchandise sales.
- Maintains and updates student absence database. Contacts appropriate faculty, staff, and students in a timely manner.
- Forwards brochures and information upon request. Assists with mailings.
- Leaves kitchen neat and orderly at closing, restocks kitchen supplies, empties trash in public areas as needed.

- Supports event production needs with occasional set-up/tear-down of chairs and musical equipment.
- Other duties as assigned.

### QUALIFICATIONS

Ability to work independently in a customer focused and team-based environment. Demonstrated customer care orientation and skill, ability to multi-task, good-natured personality and people person. Demonstrated openness and flexibility to take on additional duties and responsibilities as needed. Successful candidate should have at least one year of comparable reception work experience in an office or school setting. Familiarity with Mac and Windows platforms a plus. Must enjoy interacting with children and youth. Interest in working for a non-profit organization preferred. Note that the school is not easily accessed by public transportation. Must have reliable form of transportation.

### COMPENSATION

\$17.00/hour. Benefits include access to: a 403b tax-deferred annuity retirement savings plan through TIAA, a comprehensive employee assistance plan, access to voluntary vision, life, and accident insurance, 25% WCMS tuition discount for employee and immediate family members, and paid sick time in accordance with the MA Sick Leave Law.

### TO APPLY

For immediate consideration, submit resume, and references to the attention of Jeana Grady, Office Manager, at [info@winchestermusic.org](mailto:info@winchestermusic.org). No phone calls, please. Only those selected for interviews will be contacted.

Winchester Community Music School is an equal opportunity employer and values diversity and inclusion. All employment is decided on the basis of qualifications, merit, and business need. We encourage candidates of all backgrounds to apply for this position.