

PART TIME RECEPTIONIST

LOCATION

Libertyville, IL

WORK SCHEDULE

Mondays, 3- 9pm **Fridays**, 2 - 8pm **Saturdays** 8:30am – 2pm

DESCRIPTION

The Adler Arts Center is a non-profit community music and arts school dedicated to providing music and arts education to the residents of northern Illinois and southern Wisconsin. Located in the historic home of architect, David Adler, the Adler Center provides a nurturing and creative environment to learn, teach, and work.

DUTIES

Welcomes and attends to students and customer's inquiries on the phone and in person. Supply information regarding the organization and programs to the public, students, and customers. Adhere to all protocols in line with organization's goals, strategies, and values.

PRIMARY RESPONSIBILITIES

- Provide customers, students, parents, etc. with helpful and accurate information regarding Adler Center programs and policies.
- Take enrollments, payments, and complete registration checklists.
- Answer telephones and forward/record messages accurately.
- Responsible for physical room set up and break down (tables & chairs) for programming and Adler Center events/activities.
- Support senior admin staff in assigned project-based work.



- Greet renters, patrons, and public and be main point of contact for outside events acting as the face of The Adler Center, knowledgeable about building information and able to help while on site.
- Help work Adler events including outside rentals, weddings, Adler fundraisers, Art Openings, etc.
- Secures and locks building and out-buildings at the end of every shift.
- Comfortable working alone in the evenings.
- Provides support salting pathways in the winter.
- Waters plants in spring and summer.
- Helps with light janitorial duties.

QUALIFICATIONS

- Some college preferred but not required.
- Well-developed organizational and computer skills.
- Microsoft, Excel, and Office 365 experience.

SALARY

\$15 per hour

CONTACT

Email cover letter and resume to: ellen@adlercenter.org or mail to: Adler Arts Center Ellen Williams,
Program Director 1700 N. Milwaukee Ave. Libertyville, IL 60048.

