

JOB DESCRIPTION

Role	Part-time Receptionist	Team	Administrative
Reports to	Program Director	Compensation	\$15 - \$19/hr. <i>based on experience</i>
Hours	Varied hours, generally weekdays, 3pm-9pm or Saturdays 9am - 2pm		

JOB SUMMARY

As the **Part-Time Evening Receptionist**, you are here alone in the evening and welcome/attend to visitors and customer's inquiries on the phone and in person. You supply information regarding the organization and programs to the general public, clients and customers adhering to all protocols in line with the organization's goals, strategies and values.

JOB RESPONSIBILITIES

- Works alone in the evenings while administrative staff is not present.
- Provides new customers/students with program and policy information.
- Answers telephones; screens calls, forwards calls and/or records and forwards messages accurately.
- Organize and file paper and electronic files.
- Type forms, letters and other documents as required at acceptable levels of speed and accuracy.
- Maintain necessary files; sort and retrieve documents and records as necessary.
- Responsible for physical room set up and break down for programs and activities.
- Maintain the reception area, kitchen waiting area, and general appearance of the building and grounds.
- Provide clerical and project based support to the senior administrative staff.
- Secure and lock building and out-buildings at end of work shift.
- Assist recitals and special events.

QUALIFICATIONS

- Some college preferred by not necessary.
- Ability to pass a background check.
- Well-developed organizational and computer skills.
- Microsoft Office, especially Excel experience.
- Good verbal and written communication skills.
- Professional personal presentation.
- Knowledge of administrative and clerical procedures.
- Ability to apply procedures to work problems and situations.
- Ability to establish priorities and maintain productivity despite interruptions.
- Ability to establish and maintain a positive and professional relationship with staff, faculty, clients and visitors.

ADDITIONAL REQUIREMENTS



- Must have a positive attitude, strong work ethic, and willingness to go above and beyond.
- Must have reliable transportation to and from the Adler Arts Center in Libertyville.
- Must be able to lift 50 pounds and move tables/chairs if necessary.

To apply:

Complete the General Adler Arts Center Application 2025.

Email your application, cover letter, résumé, and the contact information for two references to: **ellen@adlercenter.org**

Or mail to:

Adler Arts Center
Ellen Williams, Program Director
1700 N. Milwaukee Avenue, Libertyville, IL 60048