

Front Desk Coordinator

Job Summary

The Front Desk Coordinator will greet, assist, provide direction and information to clients, visitors, and other guests of the organization. They will be responsible for updating membership information in our system, registering students for classes, and other duties as assigned. This position reports to the Executive Director.

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

- Greets artists, visitors, instructors, and guests; determines the purpose of each person's visit and directs or escorts him or her to the appropriate location.
- Answers, screens, directs phone calls to staff, and takes messages.
- Receives mail, documents, packages, and courier deliveries and delivers or distributes items.
- Registers students for classes.
- Assists in updating the class lists.
- Updates Membership information in computer.
- Uses point of sale system to sell gift gallery art, paintings, classes, workshops, etc.
- Performs other duties as needed and assigned.

Required Skills/Abilities:

- Excellent verbal communication skills.
- Excellent interpersonal and customer service skills.
- Basic understanding of administrative and clerical procedures and systems.
- Strong ethics and morals.
- Proficient with Microsoft Office Suite or related software. Shopify a plus.

Education and Experience:

- High school diploma or equivalent required.
- Customer service experience preferred.
- Front desk or receptionist experience a plus.

Physical Requirements:

- Prolonged periods of sitting at a desk.
- Must be able to lift up to 20 pounds at times.



Employment at **The Visual Arts Center** is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the Executive Director of the company.

Nothing in this job description creates or is intended to create an employment agreement, express or implied. Nothing contained in this, or any other document provided to the team member is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period. In addition, no company representative is authorized to modify this job description for any team member or to enter into any agreement, oral or written, that changes the at-will relationship.

Team Member Signature

Date

Executive Director Signature

Date
