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ballethispanico.org

Ballet Hispanico

Title: Front Desk Administrator

Department: Operations

Reports to: Director of Operations

Job Type: Part Time

Organization Profile

Ballet Hispanico (BH) is the largest Latinx/Latine/Hispanic cultural organization in the United States and one of America's Cultural Treasures. BH's three main programs, the Company, School of Dance, and Community Arts Partnerships bring communities together to celebrate the multifaceted Hispanic diasporas. BH's New York City headquarters provide the physical home and cultural heart for Latinx dance in the United States. It is a space that initiates new inclusive cultural conversations and explores the intersectionality of Latine cultures. The BH mission opens a platform for new social dialogue and nurtures and sees a community in its fullness. Through its exemplary artistry, distinguished training program, and deep-rooted community engagement, BH champions and amplifies Latine voices in the field. For over fifty years BH has provided a place of honor for the omitted, overlooked, and othered. As it looks to the future, BH is pushing the culture forward on issues of dance and Latine creative expression. BH has a current annual operating budget of approximately \$13M. Sources include performance income, tuition, studio rental income, and charitable support from the government, foundations, corporations, board members, and other individual donors

Position Description:

The Front Desk Administrator is a part-time role and ensures that all entering Ballet Hispanico's building are greeted in a professional and courteous manner. As the first-person visitors encounter, the Front Desk Administrator embodies Ballet Hispanico's spirit of inclusion, community, and service. In addition to these roles, the Front Desk Administrator provides clerical support as well as some administrative and security functions. Responsibilities include but are not limited to:

Role and Responsibilities:

- Receive and announce guests to staff and provide directions to offices or studios.

- Route phone calls to appropriate staff member or department.
- Maintain printed staff directory with phone extensions and locations.
- Ensure that the front lobby is safe and maintained in a neat and orderly manner.
- Maintain record of staff, guests, vendors, and contractors entering and leaving the building.
- Receive and facilitate distribution of mail and packages.
- Provide occasional administrative support to the Director of the School of Dance, including scheduling appointments, preparing documents and maintaining correspondence.
- Liaise with Security team to ensure vigilant monitoring of children entering, leaving and moving throughout the facility.
- Be aware of and participate in any emergency evacuation procedures.

Skills Required:

- High school diploma and some college, preferred
- Strong telephone and verbal communication skills
- Customer-focused experience
- Ability to multitask
- Ability to maintain positive, cooperative, calm, professional, and collaborative interactions
- Computer knowledge required, specifically for email, calendars and contacts
- Spanish (written and oral) desirable

Compensation:

This is a part time position for immediate hire. The salary range for this position is \$18-\$20 per hour.

To Apply:

Send a resume and cover letter describing your interest in this position and Ballet Hispánico's work to Richard Felipe at rfelipe@ballethispanico.org. Applicants who are selected for an interview will be notified by email. No phone calls please.