

POSITION:

Part-Time Desk Associate/Box Office



JOIN OUR TEAM!

At Charter Arts, creativity and community abound! Help us ensure that ALL of our students have access to a rigorous and engaging learning environment in a creative, inclusive, and collaborative arts high school.

321 East 3rd Street, Bethlehem, PA 18015
phone (610) 868-2971 | fax (610) 868-1446

www.CharterArts.org

VISION: To develop the next generation of collaborative artists and innovative thinkers who will impact the world with their unique vision and voice.

MISSION: Lehigh Valley Charter High School for the Arts provides a unique environment that fosters a creative, academic approach to learning and a development of talent in the arts. Built upon passion, discipline, and a commitment to excellence, this integrated educational experience inspires all students to believe in themselves and what they can accomplish.

TO APPLY: Please email your cover letter, resume, and three letters of recommendation as one pdf document to jobs@charterarts.org. Applications will be accepted until the position is filled.

Lehigh Valley Charter High School for the Arts (Charter Arts) is a non-profit 501(c)3 tax-exempt corporation founded in 1998. Charter Arts is an Equal Opportunity Employer. We consider applicants for all positions regardless of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Job/Position Specific Requirements:

- Monitor entrance and exit of all students, parents, and visitors
- Answer phone calls, direct calls to appropriate staff, and/or take messages
- Work in collaboration with the Rental Manager and Director of Facilities to ensure proper access and use/activity of the facility
- Serve as primary point person for assisting visitors, parents, students, and facility use personnel with questions, concerns, and information
- Monitor video camera surveillance system
- Maintain policy compliance and use of the facility, report infractions
- Maintains a positive demeanor at all times, including, but not limited to, the use of appropriate language.
- Maintains an appropriate record of punctuality and attendance.
- Demonstrates openness to suggestions for improving performance.
- Demonstrates a willingness to assist and work cooperatively with colleagues.
- Displays tact and courtesy when dealing with students, staff, and others in the performance of this position.
- Box Office management and training
- Performs other tasks and assumes other responsibilities as assigned by the Chief Operating Officer or Executive Office Manager.

Reporting Relationship(s): Chief Operating Officer and Executive Office Manager

JOB PURPOSE

This position is a part-time hourly position averaging approximately 20-25 hours per week, with primarily an evening and weekend schedule. Applicants should have flexibility with scheduling various shifts, including weekdays, evenings, and weekends. The starting salary for the position will be \$15.00 per hour.

CRITERIA FOR SELECTION:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below represent the required knowledge, skill, and/or ability.

- Candidates from diverse backgrounds are welcomed and encouraged to apply
- Ability to establish and maintain positive, cooperative, and effective working relationships with others
- Ability to communicate effectively orally and in writing
- Ability to follow written and verbal directions using correct grammar, sentence structure, and spelling.
- Ability to interpret, analyze, and problem-solve written and verbal communications.
- Perform all other related work delegated or required to accomplish the objectives of the total school program.
- Must have and maintain high expectations for self and all students and team members
- Demonstrates creativity and leadership.
- Knowledge and implementation of relevant technology.
- Schedule: All Charter Arts employees must be willing and able to work outside of regular school hours, including nights and weekends, when necessary and/or when outlined by the supervisor, to help support the mission and vision of the school.

PHYSICAL QUALIFICATIONS:

This list covers the most significant essential and marginal functions but does not exclude other occasional responsibilities and accountabilities, the inclusion of which would conform with the major purpose of this job.

- Ability to operate office/classroom equipment
- Ability to use computer technology and other technology as appropriate for the specified position
- Must appropriately handle confidential information; ability to use computers and other AV equipment for group meetings, presentations, projectors, and video equipment, as needed
- Physical ability to: Sit 40%; Walk/Stand: 60%
- Manual dexterity for repetitive movement of fingers and hands for keyboarding
- Ability to lift objects of moderate weight from 15 to 30 pounds
- Artistic high school environment

Notes:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and perform any other job-related duties requested by anyone authorized to give instructions or assignments.

Since we are hiring for various positions, it may take us some time to review your application materials and begin the interview process for the position for which you applied. Once your application is reviewed, you may be contacted for a phone interview. Final interview candidates must submit up-to-date Act 168, 19, state and federal criminal background checks, and a child abuse clearance to be considered for employment at the Lehigh Valley Charter High School for the Arts. If an applicant cannot provide these documents upon request, the candidate will not be offered a position. All application materials will be saved for a period of up to three years.