



**Merit School of Music
Chicago, Illinois**

Part-time Position Announcement:

Front Desk Receptionist Sub

Description

Merit School of Music is seeking a front desk receptionist substitute to serve on an on-call basis. The front desk receptionist is responsible for greeting walk-in guests, answering general phone calls and supporting the administrative staff.

Organization Overview

Since its founding in 1979, Merit School of Music has successfully motivated and inspired over 50,000 young people with high-quality music instruction. The School's broad-ranging comprehensive curriculum, extensive level of financial aid, sense of community and the standard of excellence set forth by the faculty and students are major components of its success.

Merit offers a multi-leveled, structured curriculum in a college preparatory environment. Programs take place at the Joy Faith Knapp Music Center in Chicago's West Loop and at nearly 30 locations in neighborhoods across the City. Instruction is offered to approximately 5,000 students of all ages, from infants to adults, and from beginners to the Juilliard-bound by over 150 accomplished faculty members.

Merit has an annual operating budget of \$6 million, of which nearly half is supported by contributed revenue.

Mission

Merit School of Music transforms the lives of Chicago-area youth by providing the highest quality music education – with a focus on underserved communities – inspiring young people to achieve their full musical and personal potential.

Reporting Relationship

The **Front Desk Receptionist** reports to the **Student Services Manager**.

Job Responsibilities

Responsibilities of the **Front Desk Receptionist**, but are not limited to:

- Greet all walk-in guests and direct them to the appropriate staff person. Guests may include parents, students, teachers, donors, board members, etc.
- Answer general phone calls and route them appropriately
- Support the administrative staff as needed, including typing, photocopying, faxing and other tasks.

Personal Skills/Attributes/Qualifications

The ideal candidate would possess the following qualifications:

- Committed to providing exceptional customer service
- Highly skilled in greeting guests in a courteous and professional way
- Demonstrated ability to answer queries of visitors and to direct them appropriately
- Knowledge of administrative and clerical procedures

Educational Requirements

High school diploma or equivalent

Schedule

Schedules vary as needed.

Compensation

\$12.00 per hour

Interested candidates should send résumé to:

hr@meritmusic.org

No phone calls or faxes please.

For more information about Merit School of Music, please visit www.meritmusic.org.

Merit School of Music does not discriminate on the basis of race, creed, color, religious belief, gender, sexual orientation, age, national origin, ancestry, veteran status, physical or mental disability or any other protected status in admission or access to, or employment in its programs and activities.