**Job Title: Receptionist**

Dancing Grounds is a nonprofit community organization. We provide high quality, accessible dance education and performance by supporting a diverse community of New Orleans dance students, teachers, artists, and audiences.

**Description:**

Dancing Grounds seeks receptionists to help with greeting clients, sign-in procedure, memberships, classes and retail purchases, collecting and logging payment in our software system, and communicating with clients to answer questions and alleviate concerns. Receptionists are expected to be punctual, consistent, responsible, and communicative. Receptionists function as the “face” of Dancing Grounds when clients arrive and therefore are expected to uphold the values of Dancing Grounds and represent the organization in a positive way when working their shift.

The receptionists will report directly to the Operations Manager, Kristal Jones, and Adult Education Manager, Brieze Levy.

**Core Responsibilities:**

- Greeting people and facilitating a calm registration environment for new clients
- Selling memberships, collecting money
- Logging clients and money into the software system
- Posting clips of classes on Facebook and Instagram
- Strong interest in dance, education and community development.
- Strong attention to detail and interest in detail-oriented work
- Exceptional people skills
- Positive attitude, openness, willingness to learn and work collaboratively with others
- Basic facility maintenance; Stocking bathrooms with toilet paper and soap, sweeping studios before class, tidying up community boards, etc.
- Good sense of accommodating what a client needs
- Completed or working towards a college degree
- Work experience in retail, communications, hospitality, or other fields that require people-skills is strongly encouraged
- Ability to communicate needs, questions, and concerns effectively

**Start Date:** Position open until filled, requires 3-6 month commitment.

**Hours:** One day per week, Mon-Thurs 5:30-9pm at Dancing Grounds, located at 3705 St. Claude Ave., New Orleans, LA 70117.

**Compensation:** This is a work-trade position. All receptionists are able to take any class for free and book studio space during off peak hours. Receptionists work in pairs and can take one class during their shift.

**To Apply:** Email a cover letter and resume to Kristal Jones: Kristal@dancingrounds.org.

dancingrounds.org  info@dancingrounds.org | (504) 535-5791