

RECEPTIONIST



Position: Front Desk Assistant	Reports To: JCC Center Director
Created: 4/30/2024	Last Update: 4/30/2024
Location: Jay County Campus of Arts Place	

About Us

Arts Place, incorporated in 1967, is a private 501(c)(3) nonprofit regional arts council serving west central Ohio and east central Indiana through a variety of arts programs and services.

Arts Place *nurtures the creative spirit in the communities we serve*. At Arts Place we are guided by our four core values: 1) the Golden Rule, 2) Inclusion, 3) Freedom of Expression, and 4) the Transformative Power of the Arts (GIFT). We believe that each person has the potential for creative expression and that the arts are a vital part of a thriving community. We nurture the creative spirit in individuals and in our community as a whole by making arts experiences, education, and services accessible and affordable to the region's residents, artists and cultural organizations.

Arts Place's financial structure is provided by a broad base of private support including contributions, grants, and sponsorships accounting for nearly 70% of total income. Thanks to the generosity of our funders, programming is affordable for our community's families, and whenever possible, services are offered for free.

For more information, please visit Arts Place's website at www.myartsplace.org.

Position Summary

The Receptionist is responsible for clerical duties, marketing tasks, customer relations, and handling financial transactions.

Primary Responsibility

Description	% of Time Spent
Clerical Duties	60%
Customer Relations	30%
Financial Transactions	5%
Other Duties as Assigned	5%

Education Requirement

Required Education Level

High School Diploma or Equivalent

Years of Experience

Experience using Microsoft Office products.

Years of Experience Preferred

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Working Environment/Physical Demands

This job operates in a professional office environment. The role routinely uses standard office equipment such as computers, phones, copiers, filing cabinets, and scanners.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit for long period of times; stand; walk; use hands to finger, handle or feel; repeat the same movements, and reach with hands and arms. There are times when the employee should expect to lift and carry items.

This is a part-time position. Hours of work are typically Monday through Friday, mostly evenings, approximately 10 - 12 hours per week. The number of work hours is based on the organization's need and is not guaranteed. There are times when the employee should expect to work on weekends. This position does not require the employee to travel.

This job description is not designed to cover or contain comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Arts Place, Inc. is an equal employment opportunity employer and does not discriminate against any applicant because of race, creed, color, age, national origin, ancestry, religion, gender, sexual orientation, disability, genetic information, veteran status, military status, application for military service or any other class protected by state or federal law.