

VIRGINIA ARTS FESTIVAL

JOB DESCRIPTION

TITLE: Front Desk Receptionist

DEPARTMENT: Administrative Department

REPORTS TO: Office Manager

SUMMARY:

We are seeking a Front Desk Receptionist to join our team. The Front Desk Receptionist is a friendly, organized, and adaptable member of the Virginia Arts Festival administrative team, providing administrative and clerical support for the office, and is responsible for any additional tasks created by the Office Manager. This position reports directly to the Office Manager.

KEY RESPONSIBILITIES – Managing the Virginia Arts Festival front desk:

- Providing high-level customer support while supporting the mission of the Festival by fostering a friendly and supportive attitude.
- Answering incoming calls in a friendly and helpful manner.
- Preparing all outgoing mail and packages with the appropriate postage and packaging.
- Effectively handling sensitive information with discretion and professionalism.
- Greeting all patrons, employees, board members, artists, students, and guests and granting them access to the building upon assessment of intentions.
- Monitor parking lot, record reservations for guest parking spaces, and grant access to approved parties.
- Administrative and clerical support for all the departments of the Festival.
- Other duties as needed.

OPPORTUNITIES:

- Supporting the mission of Virginia Arts Festival.
- Working and attending performances by world-class artists.
- Artist swag and lots of food.
- Collaborating with various teams in a creative, fast-paced environment.

QUALIFICATIONS:

- Able to work effectively and respectfully with colleagues, patrons, and partners.
- Ability to multi-task with impeccable organizational skills while maintaining a welcoming demeanor and maintaining a level of professionalism.
- Familiarity with Microsoft Office 365 Outlook, Word, and Excel, or Microsoft Office 2010 or above.
- Able to lift and carry 40 lbs.

- Ability to work up to 30 hours a week between 9am-5pm Monday through Fridays.
- To apply, send a cover letter and resume to mhasan@vafest.org. No phone calls. Position open until filled.
- Learn more about the Virginia Arts Festival at vafest.org.