



Welcoming Committee (Receptionist)

Academie de Ballet Classique is a small business in Bend, OR.

We are professional, creative, collaborative and our goal is to spark creativity and empower excellence by teaching and serving elegantly. We are proud to be a part of the Royal Academy of Dance family, joining studios around the world in 82 countries. Eager students enjoy elegant dance education to ignite their limitless creativity and boundless energy. ABCBend dancers are truly special, learning responsibility and accountability, all while enjoying their passion for dance. The ABCBend Faculty brings decades of professional dance performance, teaching experience and certifications .

Our work environment includes:

- Growth opportunities
- On-the-job training
- Safe work environment

ROLE MISSION Roll out the red carpet with enlightened hospitality helping families and students feel special and welcomed.

INTENTIONS

- Shine the spotlight on each uniquely special child and adult, greeting them as they enter, answering phones or responding to emails with a joyful eagerness.
- Giving students and parents a memorable experience as their excitement to dance grows to sky-high levels.
- Working to enhance your talents and potential with continual personal and professional enhancement for excellence.

ROLES OUTCOMES

1. Reception/welcoming - Greet each child and adult as if no one else exists, balancing that skill without ignoring those waiting. Keeping up to date with current Covid-19 studio protocols.
2. Sales/Boutique - Swiftly assists students with proper fitting, completing sales protocols and distributing completed purchase with cheery attentiveness.
3. Professional and personal growth - Uncover hidden talents, seeking ways to include them in daily life, both personal and within the studio.

RESPONSIBILITIES

1. Joyfully answer phones and reply to voice mails, answering as quickly as reasonable. Responding to questions with concrete understanding of studio values.
2. Meet and greet students. Check in students, completing attendance and assisting dancers and parents.
3. Assist with inquiries, registrations, and student onboarding systems.
4. Manage Ambassador program, public posting of events, and communications.
5. Gifted Boutique salesperson, with good humor placing a spotlight on a student as if no one else were present. Assist with fittings and completion of all sales transactions.
6. Assist with twice yearly performances, RAD Exams, and other special events.
7. Coordinate with Operations Manager, finding where to offer support and assistance.

Time Expectations:

- Approximately 20-28 hrs. per week.
- Hours will be a set schedule after coordinating with admin staff upon hiring. We can work with you to set a schedule. Needed hours (you may not work all of them) are Monday - Friday 2:30 - 8:00 PM (times vary) and Saturdays 8:15 AM- 12:00 PM.