



POSITION AVAILABLE: PART-TIME OFFICE POSITION

18 hours per week. Regular schedule during the academic year (September through June) and summer session: Friday 9:00 AM-1:00 PM, Saturday 9:00 AM-5:00 PM, Monday 10:00 AM-6:00 PM (with one-hour unpaid lunch on Saturday and Monday). Additional hours may be required on an occasional basis to cover absence/vacation of other employees.

Candidate must have:

- * Interest in Hochstein mission; interest in music/dance
- * Excellent, professional phone manner and oral skills
- * Helpful, enthusiastic attitude; ability to serve the public
- * Able to work in a fast-paced environment and handle multiple duties simultaneously
- * Excellent attention to detail
- * Word processing skills and experience (Microsoft Word, Excel, Google Workspace), fluency in various computer applications is highly desirable
- * Teamwork skills
- * Occasional flexibility in scheduling a plus
- * Spanish language skills a plus

Duties include: Handling phone inquiries from students, parents, and faculty; answering questions about Hochstein programs for the general public and assisting students, parents, and faculty with schedules, payments, etc.; greeting and directing students/parents as they arrive; word processing, maintaining student records, filing, mailing list; scheduling appointments; answering online inquiries; assisting dean staff as necessary; additional duties as assigned by the Assistant Director/Dean.

Position available in early December, training schedule TBA; will remain open until filled. Hourly, minimum wage. Also eligible for 20% staff discount on lessons and classes at Hochstein.

Please email or fax (454-4393) letter of interest, resume, and contact information for three references to Dr. Gary Palmer, Assistant Director/Dean via email to gary.palmer@hochstein.org.

Hochstein is a diverse community of teachers and learners and BIPOC candidates are encouraged to apply.

The Hochstein School was founded in commemoration of genius and is dedicated to providing access to opportunity regardless of age, level of skill, ethnicity, or ability to pay. Hochstein's vibrant community of musicians, dancers, and supporters choose to come together to develop the ability to speak and communicate through music, dance, and expressive arts (music, art, and dance therapy). Established in 1920 as The David Hochstein Memorial Music School, today Hochstein serves approximately 3,500 students annually from a 12-county region surrounding Rochester, N.Y. and continues its commitment to the Rochester community by offering a variety of free and low-cost concerts and performances in the Hochstein Performance Hall and locations around our city throughout the year. For more information, visit www.hochstein.org.