

ART STUDENTS LEAGUE OF DENVER

REVISED 7.2022

JOB DESCRIPTION

Registration Staff & Assistant Model Coordinator—Half Time

SUMMARY:

This part-time, non-exempt position reports to the Registration Staff Supervisor and offers customer service to ASLD's community members, including: maintaining ASLD's database, answering questions, monitoring and problem solving with faculty, models and artists, and registering students in person or on the phone. This position collaborates with ASLD members, students, faculty, and staff. This is not a remote position, but some work outside scheduled hours may be necessary for specific tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Practice highest level of customer services/public relations with students, faculty, models, and visitors
- Coordinate with other Registration staff and Registration Staff Supervisor all forms of registration, sending class confirmations, receipts, and supply lists as needed, and working with faculty to prepare for courses
- Stay updated and current on ASLD policies and practices, and all ASLD classes, camps, workshops, and events
- Answer phones and return calls in a timely manner
- Assist customers with navigating the online registration process
- Produce and email links and monitor online courses held via Zoom, assisting both instructors and students
- Reconcile transactions to accounting reports
- Provide enrollment sheets and student information to instructors
- Assist with supplies and studio needs in preparation of courses
- Assigned projects as needed
- Assists Program Coordinator supporting Model Program, scheduling and communicating with models

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- 2+ years customer service experience
- Must have 1+ years working with a CRM database, or equivalent experience
- Competent in data entry
- Competent in using Microsoft Office Suite, including; Excel, Outlook, and Word programs
- Preferred: familiarity with Zoom Video Communications
- High attention to detail
- Excellent oral and written communication skills
- Flexible and able to handle multiple tasks and conflicting priorities, and possess good time management skills
- Ability and willingness to work daytime, evening and weekend shifts
- Ability to work independently
- Working knowledge of computers and modern office practices and procedures
- Ability to effectively meet and deal with the public and to handle stressful situations
- Working knowledge of art mediums and local community arts programs serving beginners to advanced artists of all ages
- Passion for working with a diverse range of people

TIME REQUIRED:

Averages 20-30 hours per week as scheduled with Registration Staff Supervisor – includes mornings, afternoons, evenings and weekends. Mon - Fri shifts are 4 - 6 hours, either opening, mid-shift, or closing between the hours of 7:30am – 10pm, Sat - Sun shifts are 8 - 9 hours from 8am – 5pm. Position will likely include 2-3 evenings a week and 1-2 weekend days per month. 2-3 mandatory weekend dates in August working Summer Art Market.

Compensation:

- The range of pay for this position will be between \$16.50-\$17.10 per hour.
- ASLD's half-time employees qualify for paid wellness, paid vacation and our generous employee discount for classes.

To Apply:

Please email a letter of interest, resume, and contact information for 3 professional references to k.johnson@asld.org – with “ASLD HT Registration Staff & Model Coordinator applicant” in the subject line. Position will remain open until filled.

NO phone calls or drop-ins please.

The Art Students League of Denver is an equal opportunity employer that values workplace diversity and strives to be an inclusive organization. We are committed to building a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.