

The John G. Shedd Institute for the Arts

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Job Posting: Community Music School Registrar

Posted: Feb 1, 2019 – Closing: when filled

POSITION TITLE: Community Music School Registrar

TYPE: Full time
COMPENSATION: \$15.25/hour. Salary track position
REPORTS TO: Assistant Director of Education
HOURS: **Must have flexible availability**, some weekends, evenings, and school holidays.

The John G. Shedd Institute for the Arts is a non-profit performing arts company, educational institute and venue manager that serves Oregon with year-round professional performances, educational programs, and venue rental for non-profit organizations. The position of COMMUNITY MUSIC SCHOOL REGISTRAR is within The Shedd's Music School Division managing student services and works closely with the Director of Education, Assistant Director, and Faculty. The position is full time; must have flexible availability, some weekends, evenings, and school holidays.

RESPONSIBILITIES:

- Lesson scheduling and cancellations using Outlook. Communicating schedules with Faculty and families.
- New student, class, camp and workshop enrollment on and offsite.
- Classroom scheduling and set up.
- Oversee student billing and auto billing; payment processing.
- Assistance with student performances and classes.
- Data entry and filing; weekly enrollment reports.
- Assisting other departments as necessary.

QUALIFICATIONS and ATTRIBUTES

- Strong customer service and clerical skills. The ability to remain friendly, professional and courteous under pressure.
- Prior experience working in an office, especially scheduling and billing.
- Good attitude and work ethic. Ability to multi-task with interruptions.
- Outstanding phone presence and the ability to work with a multi-line phone system.
- Computer experience with the Microsoft Windows operating system and all aspects of Microsoft Office suite.
- A high attention to detail and an ability to work collaboratively as part of a complex team.
- Ability to work within established guidelines, policies, and systems.
- The ability to transmit accurate information to both individuals and groups from diverse backgrounds
- Bachelor's degree preferred.
- Professional attire, grooming, and demeanor.
- No visible tattoos or body piercing, except for earrings.
- Some knowledge of musical instruments and styles a plus.

APPLICATION PROCEDURE

1. Submit resume with the addresses and phone numbers of at least 3 references familiar with applicant's qualifications.
2. Submit letter of application indicating interest in the position, the extent of experience in the above areas of responsibilities and professional goals.
3. **Phone calls will not be accepted.**

SUBMIT APPLICATION TO:

Heidi Turnquist, Assistant Director of Education
Email submissions to: heidi@theshedd.net or mail to:
The Shedd, PO Box 1497 Eugene OR 97440-1497
(Physical address 868 High Street, Eugene)