

ART STUDENTS LEAGUE OF DENVER

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JOB DESCRIPTION

Registration Staff—Part Time Fill-In

SUMMARY:

This part-time, non-exempt position is a fill-in, working at least 9 hours a week and special events (Summer Art Market, Winter Holiday Art Market, Sunday Sundae). This position is intended to substitute and cover schedule gaps in the existing Registration Team schedule and will require a highly flexible schedule. The work hours will be flexible depending on the needs of the position, including evenings and weekends. The position reports to the Registration Staff Supervisor and offers customer service to ASLD's community members, including: registering students in person or on the phone, answering questions and maintaining ASLD's database. This position collaborates with ASLD members, students, faculty, and staff.

- Demonstrate the highest level of customer service/public relations with students, faculty, models, and visitors in person, over the phone and in email communication.
- Process registration transactions and other monetary transactions accurately. Reconcile transactions to accounting reports.
- Learn complex procedures quickly and with good retention.
- Assist customers with navigating the online registration process.
- Perform building opening and closing procedures.
- Actively promote ASLD Memberships.
- Availability to substitute for other members of Registration Team

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- 2+ years customer service experience
- Must have 1+ years working with a CRM database
- Competent in using Google Suite and Microsoft Office Suite
- Working knowledge of computers and modern office practices and procedures
- Comfortable and accurate with data entry
- Thorough attention to detail
- Excellent oral and written communication skills
- Ability and willingness to work evening and weekend shifts
- Ability to effectively meet and deal with the public and to handle stressful situations
- Passion for working with a diverse range of people

TIME REQUIRED:

Averages 9-19 hours/week with a non-traditional schedule. This position will be available to substitute for regular staff and will have either one weekend day or . 2 - 3 mandatory days required through the year.

COMPENSATION:

- The rate of pay for this position is \$18.50 per hour.
- ASLD's full-time and part-time employees are eligible to take courses or workshops at ASLD at no cost as a benefit of employment, **after a break-even number of students** is reached. Priority is given to paying students. Employees are required to pay for any material fees. Membership is not required for employees to take courses.

TO APPLY:

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

NO phone calls or drop-ins please. Incomplete submissions will not be considered.

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.