



## Receptionist

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Canada's National Ballet School (NBS) is inviting applications for the **part-time, permanent** position of **Receptionist**.

We invite you to join the vibrant staff community of Canada's National Ballet School (NBS). NBS has 300+ employees supporting programs ranging from professional ballet training, community engagement, and ground-breaking health initiatives.

If you enjoy being the pleasant face visitors are greeted by when they enter an organization, and the person they remember as having provided exceptional customer service after they leave, we would love to hear from you!

Reporting to the Lead Receptionist & Office Services Supervisor, the Receptionist will be the first point of contact for visitors, students, and employees entering the building, and will provide excellent communication by responding to inquiries and requests through phone call, e-mail and in-person correspondence.

### Major Duties and Responsibilities

- Greet, welcome, direct and respond to inquiries from staff, students, parents and public
- Monitoring and ensuring visitors and students register before entering the building; Student daily sign in and sign out log book
- Managing and distributing all general incoming correspondence (phone, mail, email, and deliveries); operate Switchboard
- Collect fees for underground parking and input fee information on Parking Fee Database
- Record all deliveries in delivery log book and contact staff for pick up
- Performing accurate word-processing and clerical duties as requested using Word, Excel, etc.
- Maintaining a safe and professional reception area by complying with policies and standard procedures
- Other duties as required

### Qualifications and Experience

- Previous experience providing administrative support and/or customer service
- Strong interpersonal and communication skills, along with excellent written and verbal command of the English language
- Proficient technical skills including Microsoft Office (Word and Excel) and multiline switchboard. Familiarity with database input, retrieval and reports is an asset
- Exceptional organizational and time management skills complemented by accurate data entry skills
- Must be able to work varied shifts including evenings and weekends

Successful candidates must supply Canada's National Ballet School with a Police Reference Check in accordance with the School's Child Abuse/Sexual Abuse Prevention Policy; this will be coordinated through the Human Resources Department of NBS.

**Join our team today!** Please email your resume and cover letter **with salary expectations**, to [careers@nbs-enb.ca](mailto:careers@nbs-enb.ca) and indicate "PT Receptionist 2022" in the subject line.

## About NBS

At NBS, excellence, access and inclusion fuel our belief in sharing the transformative power of dance. This is what drives our commitment to making dance a part of all Canadians' lives. For 60+ years, NBS has been Canada's leader in ballet education, developing and evolving pedagogy and practices to center the dancer's experience and wellbeing.

We recognize our responsibility, as Canada's largest arts training organization and one of its oldest, to address racialization and anti-Black racism, reconciliation with Indigenous peoples and systemic oppression within the sector and beyond. Central to this mission is a commitment to equity-informed practices; driving systemic, progressive change by evolving dance education. Building an inclusive sense of belonging at NBS for every dancer and employee is the School's primary imperative.

NBS continues to use evidence-based practice to address barriers and expand our program offerings to engage more people than ever before; striving to reach individuals and communities historically and presently underrepresented within the art of ballet.

To realize its mission, NBS strives to:

- Increase the relevance of the art of ballet in the lives of all Canadians
- Reflect a vision of leadership that touches more communities, more partners and greater breadth and depth of talent than ever before
- Address the need to bring new faces to ballet – as prospective professional students and as future enthusiasts for the art form – embracing and nurturing a more diverse spectrum of children and youth to participate in dance and explore training at the highest level
- Deliver the broadest range of impactful, evidence-informed community dance programs of any ballet school in the world

We are dedicated to making our organization stronger by engaging individuals with a wide range of experiences, backgrounds and abilities. When you join us, you will be a part of an organization built on respect, creativity and a shared sense of purpose.

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**NBS is committed to building a remarkable and talented workforce that is reflective of the diversity in the City of Toronto. We strongly encourage applications from all qualified individuals, especially welcoming those with diverse intersectional identities who can provide different perspectives and contribute to the further diversification of ideas.**

**We are committed to inclusive and accessible employment practices. Should you require accommodation at any stage of the recruitment process, we ask you to please make your needs/requirements known.**