



Part-Time Receptionist

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 programs, and ground-breaking health promoting initiatives.

Canada's National Ballet School is looking for a customer service driven individual who is excited to be part of our vibrant and engaging team. An ideal candidate is someone with excellent time management skills, the ability to pro-actively problem solve and a positive attitude. We are looking for an individual who can represent the high standards of the school while striving to create a welcoming and positive environment for all guests, staff and students.

Major Duties and Responsibilities

- Managing telecommunications systems and transferring calls as necessary
- Responding to queries via phone, email and general correspondence
- Receiving, sorting and distributing of daily mail
- Handling printing, photocopying and faxing
- Overseeing the check-in of office services such as cleaners, contractors and maintenance service providers
- Follows building security protocol by monitoring sign in/out log and issuing visitor badges.
- Collect fees for parking and input fee information on Parking Fee Database
- Maintaining high safety and hygiene standards of the reception area
- Other duties as required

Qualifications and Experience

- Must be able to work evenings and weekends; availability for week days would be considered an asset
- Previous experience providing administrative support and/or customer service
- Familiar and comfortable working with MS Suite; including Excel, Word and Outlook
- Strong interpersonal and communication skills, along with excellent written and verbal command of the English language
- Exceptional organizational and time management skills complemented by accurate data entry skills
- Positive outlook and pro-active approach to being part of a team
- Active listener and eager to learn and grow
- High School Diploma or GED an asset

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 hourly rate expectations**, to careers@nbs-enb.ca and indicate "PT Receptionist 2023" 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.

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.