



Title: Assistant Registrar/Facilities Coordinator (Bilingual Preferred)

Status: Full-Time (40 hours/week), Exempt

Schedule will include Saturdays and some weekday evenings

Includes onsite and remote work, to be mutually agreed upon

Start Date: September/October 2020

Reports to: Chief Finance / Operating Officer (CFO/COO)

Works Closely With: Chief Finance / Operating Officer (CFO/COO), Registrar/Office Manager, Faculty

Position Description

The Assistant Registrar/Facilities Coordinator is an integral member of the registration team, serving as a first point of contact, and will present a warm and welcoming environment for the school's families, students and visitors. The position will assist with running an efficient registration office as well as oversee the coordination of facilities planning and maintenance to ensure that the school is safe, secure and well maintained.

Roles & Responsibilities

Registration/Administrative

- Ensure registration procedures are streamlined and operating effectively
- Manage registration office operations, provide administrative coverage and be

responsible for opening/closing school

- Register students for music instruction and classes
- Process student and family data in registration software
- Maintain updated faculty schedules and communicate with faculty regarding teaching schedules and changes
- Update teaching room schedules
- File and maintain student records
- Assist with producing registration and enrollment data reports
- Answer phone calls and provide customer service support
- Provide general information about program offerings
- Follow-up on all inquiries

Tuition Collection

- Assist with monthly billing process and tuition collection procedures
- Record tuition transactions and adjustments in registration system
- Assist with reconciling daily income reports
- Assist with preparing income deposits

Facilities

- Work with Operations to coordinate all facility activities including building maintenance and repairs and ensuring that permits are up-to-date and facility is in compliance with regulations
- Coordinate facilities activities including processing room/space set up requests, managing space rentals, and scheduling of events
- Arrange chairs, tables, technology equipment, and other items for all events

Qualifications

- Bachelor's Degree preferred
- Bilingual speakers (Spanish or Chinese – Spanish preferred)
- 1-2 years professional experience
- Strong written and verbal communication
- Highly organized, detail oriented, and prioritizes tasks to maximize workflow
- Embraces change, can adjust to shifting priorities and meet deadlines
- Previous experience in arts administration and/or school environment
- Ability to create a culturally competent and inclusive environment
- Motivated and can work independently as well as collaboratively across teams

- Proficient in Microsoft Office Suite & Google Apps

Compensation & Benefits

- Range is in the \$30k's
- Benefits include medical insurance (group health and flexible spending account), paid time off, non-contributory (self-funded) 403(b) retirement plan, and discounts on music instruction at CMCB.

Application Instructions

Interested candidates should send a resume and cover letter (ATTN: Meghan Jasani, Chief Finance / Operating Officer) to jobs@cmcb.org.

Application deadline is September 25th, 2020.

Please no phone calls or walk-ins.

ABOUT COMMUNITY MUSIC CENTER OF BOSTON

Founded in 1910, Community Music Center of Boston (www.cmcb.org) is an accredited non-profit music school in Boston's South End. Our mission to transform lives throughout Greater Boston, by providing equitable access to excellent music education and powerful arts experiences. The Music Center serves more than 5,000 students each week, on-site at our South End facility in the Boston Center for the Arts and in more than 40 outreach locations, including public schools, community/senior centers, and medical facilities. We are the largest external provider of arts education in the Boston Public Schools. Core Music Center programs include individual and group instruction in more than 25 instruments; outreach instruction in Boston Public Schools; an Intensive Study Project providing private instruction, theory and performances to prepare students for college-level study; early childhood programs; and music therapy for individuals with a wide range of physical, cognitive, emotional and/or social life needs.

Community Music Center of Boston is an Equal Opportunity Employer.