

Receptionist

Encore Music Academy

Job Category: Administrative

Job Type: Paid

Job Term: Hourly

Compensation: \$12-\$13/hour, 10 – 15 hours/week

About Our Organization

Encore Music Academy is a not-for-profit community music school that is a major after-school and summer music education provider in McHenry County, Illinois. The organization's mission is *to cultivate the innate musical abilities within each individual in a welcoming and nurturing environment*. Encore's vision is to "EXCEL through Music" (Empowering excellence in Character by Experience and Leadership through Music).

Job Summary/Responsibilities

We are seeking a receptionist to provide administrative support for Encore Music Academy with the bulk of the responsibilities centering around greeting students and families, answer the phone, filing and other administrative support.

Job Qualifications & Requirements

Qualifications:

- A strong background in music and interest in Arts Administration preferred.
- Computer fluency, communication skills, attention to detail.
- Ability to work in a team environment.
- Candidate will exhibit enthusiasm, professionalism and arts advocacy.
- Flexible work schedule with availability on week day evenings and weekends.

Additional Details

Access, Diversity, Equity and Inclusion

We at Encore Music Academy (EMA) dedicate ourselves to creating a welcoming environment. That commitment is inseparable from our commitment to access, diversity, equity and inclusion.

Central to our mission is that all abilities, all ages, and all people have full opportunity to thrive. We know diversity is key to individual growth and music education excellence. Our community is stronger when all voices, all people come together without fear.

EMA expects that all relationships among persons in EMA will be professional. We work to build a community free of bias, prejudice, discrimination and harassment. It is the policy of EMA to ensure equal opportunity. EMA does not and will not discriminate on the basis of race, color, religion, gender, gender identity, gender expression, age, national origin, disability, marital status, sexual orientation, military status or any other characteristic protected by federal, state, or local laws and regulations.

Our Community

Encore Music Academy is rooted in the community of McHenry County. We welcome all applicants and invite our local community members to apply. We want to hear from you!

How to Apply

Apply online at [EMA Employment Opportunities | Encore Music Academy](#)