CAREER OPPORTUNITY

AT&T PERFORMING ARTS CENTER

Title: **Receptionist**

Department: **Administration**

Reports to: **Human Resources**

Location: **Dallas Arts District**

Position Available: **Immediately**

Job Summary:

The AT&T Performing Arts Center has an immediate opening for a Receptionist. The ideal candidate is a detail-oriented team player with excellent interpersonal skills and a high level of professionalism. Must be self-starter and able to work seamlessly and efficiently with the Center's staff, board members and vendors.

Position Responsibilities (included, but are not limited to):

- Promptly and professionally answer telephone calls and direct them to the appropriate party
- Greet visitors with a positive, professional demeanor
- Order and maintain office and break room supplies
- Manage the break room, including but not limited to general cleanliness and order
- Maintain office supply and equipment inventory such as postage machine, copiers, etc.
- Ensure protection and security of files and records
- Retrieve and distribute mail daily
- Manage courier services and FedEx shipments and deliveries
- Serve as liaison to building management for building maintenance requests
- Effectively prioritize multiple projects and act accordingly
- Perform other related duties as required

Education and Experience:

- Receptionist/customer service experience
- Outstanding attendance habits
- Excellent customer service and listening skills
- Detail oriented and organized
- Knowledge of office administration
- Ability to multi-task and adjust to any job given
- Ability to lift 30 pounds
- Bachelor's degree preferred

AT&T Performing Arts Center is an equal opportunity employer and is committed to the belief that each individual is entitled to equal employment opportunity.

For immediate consideration, send cover letter, resume and salary requirements.

By Email: careers@attpac.org
By Mail: Human Resources AT&T Performing Arts Center
2100 Ross Ave., Suite 650 - Dallas, TX 75201

ABOUT THE AT&T PERFORMING ARTS CENTER

The AT&T Performing Arts Center is a nonprofit foundation that operates and programs three premier performance venues and a 10-acre park for music, opera, theatre and dance in the heart of downtown Dallas. Opened in October 2009, the Center helped complete the 30-year vision of the Dallas Arts District.

The Center's mission is to provide a public gathering place that strengthens community and fosters creativity through the presentation of performing arts and arts education programs.

The Center's culture is to focus on the values that guide its people's actions. The Center's Core Values are to passionately pursue our mission by being:

Achievement Focused - Committed to the advancement and cultivation of the Performing Arts in Dallas

Community Minded – Actively fostering and participating in meaningful community interactions

Customer Service Driven – Dedicated to the service of internal and external constituents so that all want to return

Flexible – Willing to change to achieve results

Audiences enjoy the best and most recent from Broadway; the finest in world dance and music co-presented with TITAS; top concerts, lectures and performers with Center Presents; and a five-year undertaking to present The Complete Works of William Shakespeare. The Center also presents a wide range of free programming for audiences from every part of Dallas, including Patio Sessions concerts, Sunset Screenings, Local Motion fitness programs and Studio 2403, dance classes in Sammons Park. The Center makes performance art accessible to thousands of local students through its education program, Open Stages. Through a variety of special programs and benefits, the Center's members and volunteers are able to become involved and engaged in the arts.

Five esteemed resident companies utilize the Center's performance spaces: Anita N. Martinez Ballet Folklorico, Dallas Black Dance Theatre, The Dallas Opera, Dallas Theater Center and Texas Ballet Theater. These performance spaces are some of the finest venues in the world, designed by internationally acclaimed architectural firms:

- Margot and Bill Winspear Opera House, designed by Foster + Partners of London, is a stunning 2,200 seat venue wrapped in red glass with outstanding acoustic performance halls.
- Dee and Charles Wyly Theatre, a 575-seat theatre with a distinctive aluminum exterior, is home to one of the most versatile stages in the world designed by REX/OMA, Joshua Prince-Ramus (partner in charge) and Rem Koolhaas.

- Elaine D. and Charles A. Sammons Park, an urban park designed by Michel Desvigne with native plants and grasses, landscaped lawns, performance spaces, a reflecting pool, and an Information Center by Foster + Partners.
- Annette Strauss Square, an open-air entertainment venue with lawn and patio seating for 2,000 designed by Foster + Partners, under a starlit sky and surrounded by the downtown skyline.

For more information on the AT&T Performing Arts Center, to become a member, or to make a donation, visit www.attpac.org.