

Front Desk Registrar Anaheim Ballet

Date: 5/16/09

Job Title: Front Desk Registrar

Mission: Anaheim Ballet's mission is to enlighten and entertain audiences with classically rooted programming and contemporary presentation. Anaheim Ballet provides quality performances to audiences of balletomanes as well as novice ballet-goers and acts as a haven to talented Southern California artists and as a magnet to international talents. Anaheim Ballet's Educational Outreach and Scholarship STEP-UP! program is committed to the promotion of classical ballet and providing its numerous benefits to those otherwise not able to receive them.

About the Organization:

Anaheim Ballet was proclaimed the resident ballet company of Anaheim, California in City Council chambers in August 1997. Anaheim Ballet [formerly Coast Ballet Theatre] has been a leading presence in the Southern California arts community for over 14 years. AB annually presents concerts for the community at large in OC, LA, and on tour in Arizona and Nevada. AB collaborates with The Orange County Performing Arts Center, Orange County Philharmonic Society, OCPAC From the Center Artists Series, Imagination Celebration, Orange County Pacific Symphony, San Juan Capistrano Mission, Capistrano Unified School District and Anaheim Public Schools. AB's associated training school offers career track programs, student concerts, community concerts, summer intensive training programs, master classes, and dance related education courses.

About the Position:

Front Desk Registrar involves such basic functions such as answering phone, taking and responding to messages, checking emails, taking payments from clients, and monthly billing. Position may also include assisting with company and school events and performances. Position would be about 14 hrs/wk, [hours would involve weekday late afternoons/evenings and Saturday mornings]

Qualifications:

Must have knowledge of Microsoft Word and Excel. Applicant needs great people skills, and must be able to work on one's own after being given direction. Preferred knowledge of both Microsoft and Apple computer systems. Knowledge or experience in ballet or dance a plus.

Compensation: \$9.00 per hour

**To Apply / Contact Information:
Larry Rosenberg, 714-520-0904**

Deadline: ASAP