

Mendocino Art Center

Job Description

REGISTRAR



The Registrar is a permanent full time position at the Mendocino Art Center and is subject to the guidelines and procedures as set forth in the Employee Handbook. The position is paid hourly on a twice per month basis, is non-exempt and reports to the Executive Director. This position is eligible for health care benefits, paid holidays, accrued vacation time and sick time.

Responsibilities:

- Maintain a general knowledge of a classes and events being offered at the Mendocino Art Center.
- Prioritize tasks in a way that ensures excellent customer service is delivered to all guests including students, staff, instructors, members and the general public.
- Act as our general receptionist by handling incoming calls and walk-ins. Ensure all inquires are handled with clarity and professionalism.
- Take in and accurately process all class registrations, housing bookings and memberships using MAC's registration database.
- Accurately process all incoming fees and income sources like ad payments, studio fees, application fees, donations, etc...
- Run and email established enrollment reports to Coordinators
- Run and email class registration reports to instructors and Coordinators as requested
- Act as a liaison to Coordinators with regards to enrollments status and cancelation actions
- Ensure Housekeeper, Maintenance and Housing Bookings are in sync by providing regular reports, notifying maintenance of any problems and preparing Check In packets for incoming housing bookings.
- Prepare Instructor packets and class signs for upcoming classes.
- Follow established procedures for scholarship requests and approvals.
- Record and balance an accurate daily log of income and allocations.
- Assist in the purchase of Zacha tile orders and maintain an accurate queue for tiles to be processed.
- Maintain and order office supplies as needed, including copier supplies.
- Other duties as directed by the Executive Director including participation in major Art Center events.

Hours:

- Monday thru Friday, 9am to 5pm

Requirements:

- Ability to multitask, prioritize and maintain a calm demeanor
- Ability to work on a team of diverse members
- Great attention to details and pride in accuracy
- Competency in MS Office products, email and file management
- Understanding of bookkeeping concepts

Pay Range:

- Depending on Experience
- \$14 – 17 / hour

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