

Mendocino Art Center

Job Description

Registrar

The Registrar is a permanent full time (or possibly a part time/job share) 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 currently reports to the Education Director. Full time positions are eligible for health care benefits, paid holidays, accrued vacation time and sick time.

Responsibilities may include some or all of the following:

- Maintain a general knowledge of 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 other tasks using MAC's registration database.
- Accurately process (or appropriately field) incoming fees and income sources like ad payments, studio fees, application fees, 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 regard to enrollments status and cancellation actions
- Act as liaison to 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.
- Support the Education department with administrative tasks as needed (scheduling meetings, taking meeting minutes, etc)
- Other duties as directed by the Executive Director, Administrative Manager, or Education Director, including, but not limited to support of and participation in Art Center events.

Hours:

- Monday thru Friday, 9am to 5pm; and other hours as needed on evenings and weekends.

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, database, email and file management
- Understanding of bookkeeping concepts

Pay Range:

- Depending on experience