



MSA is hiring a **Part-Time Front Desk Staff / Receptionist** for our nonprofit arts organization. This in-person role supports the Operations & Administration Director and the Executive Director.

Job Title: Part-Time Front Desk Staff / Receptionist

Work Model: In-person

Compensation: Hourly (negotiable)

Schedule: late afternoon/evening and/or weekends

MSA seeks a friendly, organized Front Desk Receptionist to support daily reception and admissions coordination. You will serve as a key point of contact for visitors and families while assisting operations leadership and supporting the Executive Director.

Responsibilities

- Greet visitors and families and provide professional support
- Support admissions/admin needs as directed by the Operations & Admission Station Director
- Coordinate front-desk communication and day-to-day information flow
- Assist the Executive Director and operations team with office coordination tasks
- Maintain a calm, organized, and welcoming front desk presence

Qualifications

- Prior customer service or administrative reception experience
- Strong communication skills and professionalism
- Reliability, attention to detail, and ability to multitask
- Comfort working in a busy, family-facing environment
- Commitment to confidentiality and respectful conduct