



# JOB POSTING

## Receptionist

|                    |                                     |                           |  |
|--------------------|-------------------------------------|---------------------------|--|
| <b>Position:</b>   | <b>Receptionist</b>                 | <b>FLSA Status:</b>       | Non-Exempt                                     |
| <b>Department:</b> | Administration                      | <b>Full/Part Time:</b>    | Part-Time                                      |
| <b>Reports To:</b> | General Manager                     | <b>Annual/Seasonal:</b>   | Annual   |
| <b>Start Date:</b> | As Soon As Possible                 | <b>Compensation:</b>      | \$12.50/Hour                                   |
| <b>To Apply:</b>   | <a href="#">Click Here to Apply</a> | <b>Deadline to Apply:</b> | Applications accepted until position is filled |

### **ABOUT MILWAUKEE REP:**

[Milwaukee Rep](#) is the largest performing arts organization in Wisconsin in terms of audiences served and one of the largest professional theaters in the country. Each year we welcome nearly 300,000 people at 700 performances of 12 to 15 productions across 3 unique stages ranging from Broadway musicals to Shakespeare to American Classics and New Works that are entertaining, inclusive, and impactful. Every season requires a talented and diverse team of people on and off stage. Come join us at Milwaukee Rep where we value inclusion, innovation, and quality and where you will have an impact in helping us to fulfill our mission to ignite positive in the community. It is important that our hiring practices reflect our ongoing commitment to diversity and anti-racism and we strongly encourage applications from members of underrepresented groups. We are further committed to considering applicants who are well-rounded but do not fulfill every qualification.

### **POSITION SUMMARY:**

The Receptionist staff are responsible for welcoming company members and visitors by greeting them in person or on the telephone, referring inquiries, and directing visitors. The reception operations are overseen by the General Manager.

### **Duties and responsibilities include:**

- Greet and appropriately help all visitors (appointments, vendors, deliveries, public with questions, etc.) and company members
- Answer calls on multiline administrative number phone. Answer general questions, transfer to appropriate person or department when needed.
- Receive mail and packages. Log and label packages and notify recipients.
- Be alert to any security concerns, such as who is entering building, alarms, etc.
- Maintain lost and found. Label, store, and log found items and field inquiries.
- Occasional miscellaneous routine office tasks such as labeling/stuffing envelopes, ticket scanning, etc. or other tasks as directed.

### **Qualifications:**

- Elementary computer skills, such as email and Word documents
- Good communication skills with a welcoming personality
- Great customer service skills
- Have availability to work a schedule during typical work hours (8:30am-5:30pm) Monday-Friday for approximately 10-12 hours per week.
- Ability to pass a background check in accordance with state and/or federal laws

### **Milwaukee Rep Values Employees Who:**

- Communicate well with a diverse group of colleagues
- Demonstrate an aptitude and eagerness to learn new skills and processes when necessary
- Solve problems and engage in creative thinking about challenges individually and in a group environment
- Are able to accept and incorporate feedback
- Have excellent interpersonal, teamwork, and diplomacy skills and ability to be self-directed and take initiative



# JOB POSTING

## Receptionist

- Demonstrates an understanding of historical and institutional racism in the American theatre and/or a willingness to commit to learning and to the mission, vision, and values of the theater in areas of [Equity, Diversity, and Inclusion](#) efforts both in the workplace and in our community

### COVID Policy

- Milwaukee Rep has a mandated vaccine policy and requires all employees to submit proof of vaccination. If you have chosen not to become vaccinated for medical or religious reasons and you are requesting to be excluded from the vaccination requirement for such reasons, you must submit documentation supporting your request, after which Milwaukee Rep will review the circumstances and let you know whether it will offer some accommodation to you.

### TO APPLY

**Required Materials:** Online Application, Resume, Cover Letter detailing why you are the best candidate for the position

**Deadline:** Applications will be accepted on until the position is filled.  
All applications must be submitted through the online portal. Any candidate who requires accommodations to submit an online application should contact [imerwin@milwaukeerep.com](mailto:imerwin@milwaukeerep.com)

[Submit Application Materials Online](#)

*Milwaukee Repertory Theater is committed to creating a culturally diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetics, disability, age, or veteran status.*

*Additionally, any physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*