

## Employment Opportunity: Receptionist

### About the Delaplaine

The Delaplaine Arts Center provides the Frederick region with educational opportunities and experiences in the visual arts through classes, exhibitions, and programs. Established in 1986, the Delaplaine is a dynamic nonprofit art education facility where visitors can view more than 50 exhibitions, participate in more than 200 classes and workshops, and experience dozens of engaging programs each year, reflecting our vision that “everyone deserves art.” The Delaplaine is located in historic downtown Frederick, Maryland, adjacent to Carroll Creek Park.

### About the Position

This part-time, hourly position works two weekday shifts, 8:45 am–12:45 pm (about 8 hours each week). Some scheduling flexibility regarding days worked is available. The position reports to the Director of Operations.

### Overview of Responsibilities

- Greeting visitors, providing welcome and directions
- Handling Gift Gallery merchandise sales and requests by customers
- Processing in-person class, event, and membership sales through the point-of-sale system
- Answer, screen, and forward incoming calls
- Provide basic and accurate information in-person and via phone and email
- Opens, sorts, and distributes mail and deliveries
- Maintains full staff work schedule
- Monitors and records visitor data collection
- Orders office supplies and keeps inventory of stock
- Envelope stuffing and light filing

### Requirements

The ideal candidate will live within an easy walking or commuting distance to downtown Frederick.

#### Required

- High school degree
- Must be willing to work the agreed upon schedule
- Familiarity with Microsoft Office Suite
- Solid written and verbal communication skills

- Customer service attitude and team player
- Highly organized and able to work efficiently and independently
- Excellent interpersonal skills and enjoys working with people

**Preferred**

- Experience working with the public
- Experience with Square for Retail or other mobile point-of-sale systems

**Starting Salary**

\$15.50/hour

This position does not include health or retirement benefits or paid leave. Parking stipend for the parking deck next door is available.

Send cover letter and resume (as a single PDF document) to [artsnetwork@delaplaine.org](mailto:artsnetwork@delaplaine.org). **No phone calls or direct emails.** Applicants who do not provide the requested materials or follow the prescribed process will not be considered. Review of applications will begin immediately. The position will remain open until the right candidate is found.

The Delaplaine is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.