

Part-Time Administrative Assistant/Front Desk Manager

Creative Space Katy is seeking dynamic and passionate people to join our team for our new studio!

This position is open for ongoing recruitment.

Please submit your resume along with an introduction letter (or video) to: info@creativespacekaty.com for consideration.

Position Type: **Part-time**

Work Schedule: Primarily Afternoons-Early Evenings and Saturday Mornings. May be split days/times with a second person depending on scheduling and availability. The schedule is tentatively 3:30pm-8pm Tuesday-Thursday and 8:30am-1pm on Saturday.

Compensation: **Hourly**; starts at \$20/hour; commensurate with experience.

Key Responsibilities:

- **Greet and assist students, staff, and visitors** with a polished, professional demeanor as the first point of contact.
- **Remain attentive and engaged** during customer interactions, refraining from unrelated tasks.
- **Answering the main phone line** promptly and taking messages when necessary.
- **Maintain a clean and professional reception area**; take breaks and meals away from the front desk.
- **Ensure consistent lobby coverage**, especially during class turn-over
- **Manage mail and deliveries.**
- **Perform data entry and document handling** with attention to detail and confidentiality.
- **Adapt to shifting priorities** and assist with recurring tasks and special projects as directed.
- Use company provided technology to take pictures or short video clips of classes in session for marketing purposes.

Qualifications & Competencies:

- Demonstrated **reliability and punctuality** in a professional setting.

- Commitment to upholding organizational values through **integrity and professionalism**.
- **(Preferred) 1–3 years of relevant experience** in administrative support, reception, or office operations (or equivalent transferable experience).
- Proficient in **Microsoft Office Suite** (Word, Excel, Outlook) with the ability to quickly learn new systems and tools.
- Strong **organizational** skills with proven **attention to detail** and effective time management.
- Excellent **verbal and written communication skills** tailored to a professional environment; customer service-oriented approach to internal and external interactions.
- Effective **collaborator** who can build respectful, cross-functional relationships across all levels of the organization.

BENEFITS AND PERKS:

- Access to free studio/rehearsal space for your own projects when the studios are not otherwise in use.

Creative Space Katy is committed to providing reasonable accommodations for qualified individuals with disabilities and disabled veterans in our job application procedures.

Creative Space Katy is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, veteran status or any other characteristic protected by applicable local, state, or federal law. We encourage people of all backgrounds to apply.