

PERFORMING ARTS CENTER AUTHORITY



**BROWARD CENTER**  
FOR THE PERFORMING ARTS

*The Broward Center builds community through the arts by delivering quality entertainment, educational opportunities and memorable moments that engage and inspire audiences, nurture collaboration and drive economic vitality.*

**GOAL**

The part time Education Assistant assists the Education Department with the evening and weekend operations of the Rose Miniaci Arts Education Center which includes recruitment, registration and dismissal of students who participate in Broward Center's extensive educational programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES.**

- Oversee the reception desk for the Rose Miniaci Arts Education Center for evening and weekend classes, camps, intensives and special programs at the Education Center, managing check in for students upon arrival for class and check out of students upon dismissal.
- Answer questions regarding the class catalog, class schedule and all educational activities.
- Communicate clearly to students, parents and teachers about classes, policies and procedures.
- Assist with maintaining and printing rosters for classes for teachers and for registration desk.
- Provide information in response to phone, email and walk up customers regarding classes and educational programs.
- Answer after-hour calls to the Education Center.
- Able to process new registrations in the ActiveNet system.
- Assist as needed with the orientation process, registration process, parking questions, and any other Education Center procedures and policies.
- Provide guidance to education center volunteers on daily shifts.
- Provide additional administrative support to the Education Center as needed.
- Observe classes and workshops on occasion to gain familiarity with educational offerings.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Able to work a flexible schedule, including nights, weekends, required.
- Excellent customer service skills with outgoing demeanor.
- Able to create positive relationships with parents, students, staff and volunteers.
- Computer literacy, with willingness to learn ActiveNet registration software.
- Able to create and maintain databases of numeric data, contact information, etc.
- Able to communicate effectively, both verbal and written, in English.
- Able to work independently and as part of a team in a fast-paced environment.
- Good organizational skills with excellent attention to detail.
- Familiarity with educational or community center environment and/or registration processes a plus.
- Able to work effectively and positively with others.
- Skilled in Windows based programs, including Word, Excel, and Outlook.

**REQUIRED EDUCATION AND EXPERIENCE**

- High School Diploma College Degree or any equivalent combination of training and experience.
- Two or more year's relevant administrative and/or customer service experience.

If you are interested in this opportunity, please send your resume to [educationsearch@browardcenter.org](mailto:educationsearch@browardcenter.org)