



KANSAS CITY YOUNG AUDIENCES

OFFICE INTERN

Weekly Work Schedule: Student must be available 3 -5 weeknights from 3-8pm

Job Category: Administrative/Customer Service

Essential Duties May Include: Identify needs of individual and appropriately assist with questions or concerns at front desk. Politely greet students and guests to provide quality customer service; Answer phones. Assess questions; offer solutions or additional resources such as a manager to assist. Demonstrate professionalism in a confidential setting. Implement existing/new tasks, projects and/or ideas with accuracy and enthusiasm. Promote services by serving as a representative through conversations with fellow students. Data entry, mailing and other clerical duties as assigned. Open/Close office responsibilities as needed.

Additional Duties May Include: Assist youth in arts-based camps and classes.

Transferable Skills (Check all that apply):

- Ambition
- Communication
- Cooperation
- Courtesy
- Customer service
- Initiative
- Innovation
- Integrity
- Judgment
- Organization
- Problem-solving
- Professionalism
- Project Management
- Reliability
- Teamwork

Additional Qualifications and Skills: Experience with children and in the arts is helpful.

Physical Effort: Minimal Physical Effort (General Office Duties)

Level of Experience Required: 1-2 years experience preferred

Level of Supervision Exercised: Under immediate supervision: Work checked at frequent intervals

Customer Service Interactions: Very frequent levels of contact involving explanation and problem solving

About KCYA: Kansas City Young Audiences, founded in 1961, is the original provider of arts education programs for children and youth in the Kansas City metro. Our programs serve approximately 100,000 students annually, and for many, it is their first brush with the arts. Nearly 70% of the students we serve come from lower-income homes and may not have access to these experiences if it weren't for KCYA and our 150 partner teaching artists.

How to Apply: Call or email LaTeesha Jackson at (816)531-4022 or ljackson@kcy.org

Location: 3732 Main Street, Kansas City, Missouri 64111