

TITLE: Registrar
REPORTS TO: Director of Student Services
STATUS: Exempt, 40 hours per week

ABOUT BLOOMINGDALE SCHOOL OF MUSIC

Bloomington School of Music is a nonprofit community music school located on Manhattan's Upper West Side and serving over 650 students from all over greater New York City. The school has an extraordinary faculty, an innovative program, and a fifty-year record of providing access to high quality music instruction in private lessons, classes, and school partnerships.

Bloomington is at an exciting time in its history, focused on strengthening the program within the school and proactively building relationships and connections in the community we serve.

The school is housed in a five-story brownstone at 323 West 108th Street, between Broadway and Riverside Drive. The facility has 14 teaching studios, a recital hall, and offices. More information may be found at the school's website www.bsmny.org.

ABOUT THE POSITION

The Registration Office staff are the school's primary representatives to the general public and to current and prospective students and parents. The Registrar reports to the Director of Student Services and works with an Assistant Registrar and Administrative Assistant.

CORE RESPONSIBILITIES

- Cultivate a positive environment, which exemplifies customer service and community
- Registering and scheduling students
- Answering phone and in-person inquiries; general office duties
- Addressing faculty and student concerns
- Coordinating student recitals
- Billing and receiving payments
- Closing and opening the school
- Assisting with enrollment reporting and other projects

SKILLS and QUALIFICATIONS

- BA or BM in music performance, education, or arts administration
- Excellent communication and follow-through skills with an eye for detail
- Interpersonal skills are essential, and candidates must be able to work effectively with a diverse faculty, administration, and school community
- Strong computer skills, including accounting and database programs
- Self-motivated, organized, reliable, and able to juggle multiple projects at once
- Knowledge of and comfort in discussing music education is a must, and previous employment in an educational setting is a plus

SALARY

This is a 40-hour per week position, and includes regularly working Saturdays, as well as evening hours at least once per week. The position is salaried (upper 30s depending on experience) and includes benefits and a generous holiday and vacation schedule.

TO APPLY

Candidates interested in this position should send a cover letter and resume to cryan@bsmny.org. Put "Registrar" in the subject line.

Bloomington School of Music is an EOE/educational institution and is deeply committed to diversity and inclusion. BSM does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, sexual orientation, gender identity, veteran status, height, weight, or marital status in employment or the provision of services.