

## Job Posting – July/August 2021



### **SCREENERS, Winnetka and Lake Forest Campuses**

#### **POSITION SUMMARY**

Screeners are responsible for greeting everyone who visits the campuses of the Music Institute of Chicago, in Evanston, Winnetka and Lake Forest. In addition, they will administer our COVID-19 questionnaire and possibly take temperatures, among other tasks.

The Music Institute of Chicago believes that enjoying and understanding music, and developing the skills to create and perform music, enhance the quality of life, and nourish the human spirit. More than entertainment or ambient sound, music is a vehicle for understanding, communicating, and self-improvement, as intrinsic to the human experience as language.

**JOIN US!** – We are seeking candidates interested in working in a music-filled environment, desire a flexible schedule, and are committed to providing outstanding customer service to everyone they greet. Our part-time staff helps us meet our critical need to be available to parents, students, employees, and visitors interested in our fabulous classes, programs, and activities. The Screeners must be friendly and courteous with a pleasant personality, excellent communication skills and the ability to multi-task effectively. *If this describes you, consider joining MIC.*

#### **Primary Responsibilities:**

- Greet visitors
- Administer COVID-19 questionnaire and record responses
- Take and record temperatures
- Using Excel spreadsheet, keep a log of everyone in the building
- Provide face coverings as needed
- Enforce hand washing and social distancing
- Disinfect common areas, including bathrooms, every hour or as needed.

#### **Required Qualifications and Skills:**

- High school diploma or equivalent
- 1-3 years' experience in general office administration or customer service
- Basic knowledge of personal computers
- Demonstrated experience using computers to accomplish typical office tasks, such as creating and sending business emails and keeping track of activities or tasks.

### **Preferred Experience:**

- Familiarity with non-profit organizations and/or an academic environment
- Love of music and experience working in a music setting.

### **Required Competencies:**

- Friendly, courteous personality and professional demeanor
- Excellent verbal communication skills
- Ability to multi-task
- Self-motivated, proactive worker
- Promptness and reliability.

**Salary:** \$13.00 per hour

**Part-time Hours:** We are looking for several part-time Screeners who can work flexible shifts. ***A typical work shift is at least 10 hours per week; candidates available to split their 10-hour shift between both campuses are highly desirable.***

Positions are immediately available at the following campuses of the Music Institute of Chicago: **Winnetka, 300 Green Bay Road and Lake Forest, 40 E. Old Mill Road, although there may be opportunities to also provide coverage at our Evanston locations, particularly on Sundays (*Positions will start asap.*)** The following shifts are available:

#### **Lake Forest Campus: 40 East Old Mill Rd.**

Monday – 3pm-7pm

Wednesday – 2:30pm-8:30pm

Thursday – 3pm-7pm

Friday – 3pm-7pm

Saturday – 9am-1:30pm

#### **Winnetka Campus: 300 Green Bay Road**

*Monday\*\* – 2:45-7:15pm*

Tuesday – 2:45-7:15pm

*Wednesday\*\* – 3:00-7:15pm*

Friday – 2:00-7:00pm

Saturday - 9:00am-6:00pm or

two shifts, 10:00-2:15pm and 2:00-6:15pm

\*\*= high priority

**To Apply:** *Qualified applicants must send a resume to Human Resources: hr@musicinst.org. Please include a brief cover letter, or summarize your interest in this position, including your qualifications. You **must** indicate your preferred work location – Winnetka or Lake Forest – and whether you can also work at the other campus if needed.*

***Other important information – Please review:***

Over time, this role may evolve from a Screener to more of a Front Desk Receptionist, or a combination of the two roles.

We are seeking candidates who are fully vaccinated or are following CDC COVID-19 vaccination guidelines.