



## **Admissions Associate**

Tapestry Folkdance Center is looking to hire two Admissions Associates to serve in a customer-facing position, managing admissions for our social dance events. The position will have a variable schedule, working an alternating schedule of either one or two 4-hour weekend evening shifts (typically between 5:30-9:30pm), Friday-Sunday, with possible opportunities for additional shifts for special events. The role will report to Tapestry's Operations Manager, and work closely with dance night volunteers.

### **Primary Responsibilities:**

- Open the building and ensure facilities are clean and supplies (i.e toilet paper, paper towels, sodas) are stocked
- Set up and open the admission desk - putting out any relevant signage for the night's events
- Connect with, support, and occasionally help train or onboard volunteer greeters and admissions support volunteers
- Welcome callers/musicians for the night and make sure they know the invoicing process
- Distribute dance passes to appropriate volunteers
- Serve as the staff point-of-contact in the building for the duration of your shift - troubleshooting issues that may arise, answering questions, etc
- Be trained on emergency procedures and able to direct people should issues arise
- Be CPR and first aid certified - Tapestry Folkdance Center will pay for certification if needed
- Monitor security cameras as necessary or appropriate throughout the night
- Verify starting and ending cash
- Process payments for the night
- Perform system maintenance/data cleaning as needed within admissions technology systems
- Help manage elements of Tapestry's membership program including member card printing and distribution and processing membership orders at the admissions desk
- Close out the admissions desk and ensure everything is left securely
- May occasionally be asked to help staff special events or outreach initiatives
- Other duties as assigned or as may reasonably arise within a customer service/admissions shift
- Attend biannual all staff meeting

### **To be Successful, a Candidate should:**

- Be Technologically savvy, with the ability to learn new platforms quickly
- Be comfortable in a fast-paced work environment
- Be highly self-directed and motivated, while able to work collaboratively and respectfully with staff and volunteers
- Have strong Customer Service instincts, with the ability to offer a warm welcome, stay calm under pressure, and listen and respond to questions thoughtfully. Personable and friendly demeanor, with clear verbal communication skills
- Be able to connect and align with Tapestry's mission and values



**Hiring Timeline:**

- Job Posted: November 21, 2025
- Application Deadline: December 5, 2025
- Phone Screenings: December 8–12, 2025
- In-Person Interviews: December 15–19, 2025

**Mandatory Onboarding Sessions:**

- Evening shifts on January 7, 8, and 9
- Evening shift on January 10 OR 11
- Evening shift on January 16 OR 17
- Buddy evening shift on January 18
- Regular Rotating Schedule Begins: Weekend of January 23, 2026

**Special Event Weekends With Extra Hours Available:**

- April 10-12, 2026
- October 9-11, 2026
- TBA weekend in November

Pay to range between \$17-18/hour plus opportunities to participate in Tapestry's dance programming at no charge.

**To apply, please complete our online application form at <https://forms.gle/Jn4KZZT2cDRR7b4bA> by December 5, 2026.**