

Milwaukee Ballet's mission is to transform lives and connect communities through inspiring performance, community engagement, education and training.

PART-TIME RECEPTIONIST – Fox Point

Position Summary

Milwaukee Ballet is a premiere arts organization serving the Milwaukee community through world-class professional performances, dance education, and outreach initiatives. The **Part-Time Receptionist** will support administrative and school operations at Milwaukee Ballet School & Academy's branch in Fox Point, with opportunities for additional shifts at the Brookfield branch and Baumgartner Center for Dance in Milwaukee's Historic Third Ward.

The ideal candidate will be a friendly, professional and service-oriented individual.

This is a **part-time** position working 10.5 hours per week, with a pay range of \$11-\$15 per hour. Currently hiring for Tuesday and Thursday evenings, 3:45pm – 9:00pm, with additional shift opportunities made available as team members require coverage. Hours may vary based on scheduling needs and availability, including evenings and weekends.

Responsibilities

- Greet and direct all visitors, including guests, students and School & Academy families
- Act as first point of contact for resolving customer inquiries
- Answer phone and assist callers, directing calls accordingly
- Help maintain policies, procedures, and shared-space expectations in a professional, respectful manner
- Confirm and assist in registrations for Adult Dance and Fitness (ADF) classes
- Monitor all entrances and exits and direct people accordingly throughout the building
- Open the building at the start of the day and lock it at the end of the day, when first or last person on the desk schedule
- Coordinate 'lost and found' for MBSA and general guests
- Respond promptly and appropriately to urgent situations, helping direct and guide guests as needed, following established safety protocols and notifying appropriate staff and/or emergency services
- Other duties, as assigned

Background & Qualifications

- High School diploma or equivalent
- Exceptional customer service and interpersonal skills
- Excellent verbal and written communication skills
- Able to take initiative, learn quickly and adapt to changing demands
- Proficiency in Microsoft Office Suite
- A passion for the performing arts
- Ability to speak both English and Spanish is desirable

Schedule & Availability

- Variable hours, two to four 5-hour shifts per week within the following timeframes:
 - Monday through Friday – 3:30 pm to 9:30 pm
 - Saturday or Sunday – 7:30 am to 5:00 pm
- Occasional weekend evening shifts optional, coinciding with performances and events
- Occasional weekday shifts optional, covering for absences at BCD

Required Values & Qualities

- **Excellent Communication:** Can articulate Milwaukee Ballet's mission with confidence and passion.
- **Reliable and Positive:** Is a team player and responds with positivity to support colleagues.
- **Flexibility:** Comfortable working evenings and weekends, and open to working at multiple locations
- **Respect and Discretion:** Able to remain patient and courteous in challenging situations, while also keeping a professional level of confidentiality and customer service.

About Milwaukee Ballet

Founded in 1970, Milwaukee Ballet is a leader in Wisconsin's arts and culture scene. Under the artistic leadership of Artistic Director Michael Pink, Milwaukee Ballet has become world-renowned for presenting bold new interpretations of story ballets, and cutting-edge contemporary works. Milwaukee Ballet is home to an international company of dancers and is one of a few companies in the nation with its own orchestra. Milwaukee Ballet School & Academy is the only professional dance school in the Midwest accredited by the National Association of Schools of Dance. Milwaukee Ballet's award-winning Community Engagement department serves more than 38,000 people in Southeastern Wisconsin through original, interactive programs.

Milwaukee Ballet is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

How to Apply

- Submit a cover letter and resume with three references (including two professionals who will not be contacted without approval of the candidate) via our [Application Portal](#).
- Successful applicants will be subject to a background check.

Date Posted: October 21, 2026