

## Work Study Job Description

<b>Job Title</b>	Front Desk Assistant
<b>Organization Name</b>	Richard Hugo House
<b>Job Location</b>	Capitol Hill
<b>Address</b>	1634 11th AVE Seattle Wa 98122
<b>Pay Rate</b>	\$11 - \$11
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Michael Hayes
<b>Phone Number</b>	2063227030
<b>Email Address</b>	michaelhayes@hugohouse.org
<b>Website</b>	<a href="http://www.hugohouse.org">http://www.hugohouse.org</a>

### Nature of Organization

Richard Hugo House is a creative writing arts center in Capitol Hill, Seattle. We are one of the Northwest's greatest writing center hubs and offer classes, one-on-one consultations, and also feature a wealth of events with featured writers.

### Duties and Responsibilities

The Front Desk Assistant manages the main entry of the House as well as serves as House Manager for our evening events. The responsibilities will include:

- + greeting walk-in patrons and answering questions relating to classes and events
- + registering patrons for classes or assisting patrons with purchasing tickets for ticketed events
- + House Managing events to make sure producers and event patrons have a great time!
- + Acting as House security and performing checklist tasks to make sure House is secure, functioning, and safe.
- + assisting staff with additional projects as required

### Minimum Qualifications

Personable nature, thorough task-fulfiller, occasional lifting (30lbs, basically a box of paper), and some multi-tasking when it's busy. Computer experience (basic MS Office and internet, database work a +).

### Educational Benefits

Like to write? There's nowhere else better to be than the bustling hub of Hugo House. You'll get to listen to heaps of writers reading from best-sellers, upcoming work, and their own newly scribbled pages. You'll get to know writers of all levels, and their mentors and instructors.

You'll also get to learn the basics of event management and the operational systems of database-driven organizations and some on-site problem solving skills (seriously, you'll need these the rest of your life).

### **How to Apply**

Submit a resume and a brief intro why you're interested in Hugo House to [michaelhayes@hugohouse.org](mailto:michaelhayes@hugohouse.org)

---

Job Number: 70HUGO01 | Category: Education | Program: Community Service - STA | Reimbursement Rate: 70%