



POSITION:	Front Desk Specialist (Morning)
REPORTS TO:	Membership Director
START DATE:	May 1, 2025
TERMS:	Part Time
HOURLY RATE:	\$11 Per Hour

ABOUT US:

The Athenaeum Foundation preserves a treasured historic landmark that welcomes all to nurture a sound mind and a sound body through arts & culture, wellness, and community. Our vision is for all Athenaeum guests to experience a greater connection to their community and themselves.

PURPOSE:

Under the direction of the Membership Director, the **morning opening front desk specialist** provides excellent friendly and welcoming members while displaying a positive and professional attitude.

QUALIFICATIONS:

- At least 16yrs of age
- High school diploma or equivalent
- Customer service experience preferred
- Basic computer data entry skills

TO APPLY:

Please send your completed application to:
agrigley@athenaeumindy.org