

Employment Opportunity: Front Desk / Administrative Assistant *(Part-Time, Year-Round)*

Attacca School of Music is seeking a part-time Front Desk / Administrative Assistant to support the daily operations of our school. This role is central to the experience of our students and families and is ideal for someone who is organized, dependable, and takes pride in detail-oriented work.

Attacca is a community-focused music school dedicated to high-quality, thoughtful music education, with programs for students of all ages and levels.

Schedule: Start date: June 2026 (with paid training beginning mid-May)

- 3 days per week (in-person)
- Preferred: Mondays & Wednesdays (approx. 2:30–6:30 pm)
- Optional: Saturday mornings (approx. 9:00 am–2:00 pm)
- Consistent year-round schedule (summer slightly flexible)

Responsibilities

- Serve as a welcoming and professional front desk presence
- Answer questions from students and families (in person, phone, email)
- Conduct tours for prospective families
- Assist with events, recitals, and daily operations
- Support basic administrative and computer-based tasks
- Assist with light facility tasks (opening procedures, etc.)

Qualifications

- Strong organizational and communication skills
- Reliable, professional, and detail-oriented
- Comfortable working independently and as part of a team
- History/experience in arts/education environments is a plus

Compensation

\$23–\$25/hour (W-2), with opportunities for growth

Includes MA earned sick time and applicable leave programs

To Apply

Please submit materials to info@attaccaschoolofmusic.com, attention **Margaret Boswell, Administrative Director**, including:

- Resume
- Brief cover letter outlining:
 - Relevant experience or interest in arts administration
 - Confirmation of availability
- 1–2 references