

Front Desk & Studio Assistant (Art School)

Salary: \$23 - \$30 /hour DOE

Job Types: Part-time / Full-time

Location: 2381 Ocean Ave, San Francisco, CA 94127

Benefits: Health Insurance, 401K, Paid Sick Leave, Paid Training, Career Growth

Job Responsibilities

- Answer phone calls and respond to text messages, emails, and other parent inquiries.
- Assist parents with class registration, scheduling, absences, and makeup classes.
- Provide friendly, patient, and professional customer service while introducing our art programs.
- Manage student records, including attendance, absences, makeup classes, and enrollment information.
- Monitor class expiration dates and send reminders to families.
- Prepare and maintain class schedules.
- Coordinate communication between parents, teachers, and the studio director to ensure smooth operations.
- Help maintain a positive and organized studio environment by ensuring families follow studio policies.
- Keep the front desk, display area, classrooms, and studio equipment clean and organized.
- Organize, inventory, restock, and maintain art supplies and teaching materials.
- Support teachers before and during classes by preparing materials and assisting with classroom needs.
- Retrieve art supplies and materials from the storage area when needed.
- Assist teachers in handling unexpected student situations.
- Take photos and videos during classes for documentation and promotional purposes.
- Organize, store, and return students' artwork.
- Perform other administrative and studio support duties as assigned.
- Assist and support teachers in their classroom needs.

Qualifications

- High school diploma or above.
 - Bilingual in **English and Mandarin Chinese** (spoken and written) preferred.
 - 1–2 years of experience in art education, education, customer service, or administrative support preferred.
 - Background or knowledge in fine arts is a plus.
 - Friendly, professional appearance and excellent interpersonal skills.
 - Strong sense of responsibility and punctuality.
 - Organized, detail-oriented, and able to multitask.
 - **Passionate about working with children and families.**
 - Positive attitude, outgoing personality, and strong communication skills.
 - Able to quickly learn students' names and build positive relationships with families.
 - Adaptable and able to work efficiently in a fast-paced environment.
 - Proficient with **Google Docs, Google Sheets, and Google Drive.**
 - Valid California driver's license preferred.
 - Must be available to work on weekends (Saturday and Sunday).
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Work Authorization

- Applicants **must be legally authorized to work in the United States.**
- We welcome candidates with **OPT or CPT** work authorization. Visa sponsorship may be considered for qualified candidates, including **H-1B** or **E-2 Employee** visas, depending on eligibility and business needs.

前台行政／畫室行政助理(Front Desk & Studio Assistant)

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行政與客服

- 接聽電話, 回覆家長來電、簡訊、電子郵件及其他訊息。
- 親切、耐心地接待家長, 介紹課程內容並解答相關問題。
- 辦理學生報名、註冊及入學相關事宜。
- 安排學生請假、補課及課程異動。
- 提醒家長課程到期及續報相關事宜。
- 編排及管理課程時間表。
- 建立與維護學生出缺席、請假及補課紀錄。
- 協助老師、家長及負責人之間保持良好且有效的溝通。

教學支援

- 協助老師準備課程所需教材及材料。
- 協助至倉庫拿取教學材料與用品。
- 協助老師處理學生突發狀況。
- 協助拍攝課堂照片及影片, 記錄教學活動。
- 協助整理、保管及歸還學生作品。

畫室營運與環境維護

- 協助維護畫室秩序, 並引導家長遵守畫室相關規範。
- 維持前台、展示區、教室及公共空間整潔。
- 維護教學設備及器材, 保持良好使用狀態。
- 定期清點、整理及補充藝術材料與耗材。
- 完成主管交辦之其他行政及營運相關工作。

應徵條件

- 高中(含)以上學歷。
- 具中文及英文口語溝通能力, 能以中英文回覆訊息者佳。
- 可配合週六、週日上班。
- 具 1-2 年教育、行政、客服或藝術教育相關工作經驗者佳。
- 具美術或藝術相關背景者佳。

- 具親和力, 形象佳, 喜歡與人互動。
- 工作態度積極, 具服務熱忱。
- 具責任感、時間觀念及良好的執行力。
- 邏輯清晰, 細心且具良好的組織能力。
- 適應力佳, 能在忙碌環境中有效率地完成工作。
- 能主動記住學生姓名, 建立良好的家長與學生關係。
- 熟悉 Google Docs、Google Sheets、Google Drive 等 Google Workspace 工具。
- 具加州有效駕照者佳。

身份資格

- 必須具備美國合法工作資格。
- 歡迎持有 **OPT**、**CPT** 工作資格者應徵。
- 符合資格者, 公司可視情況協助申請 **E-2 Employee** 或 **H-1B** 工作簽證。