



Job Title: MYAC Host

Reports To: Program Manager and/or Hospitality Supervisor

Direct Reports: None

Status: Part-time, non-exempt - Specifically looking for candidates to cover weekend and some weekday evening shifts based on programming schedule.

Compensation: \$16.50/hour

Position Overview

The MYAC Host will serve as the first point of contact for all guests, staff, donors, and partners engaging with the Milwaukee Youth Arts Center. The Host will be the primary deliverer of MYAC's Culture of Hospitality, ensuring a warm, inclusive, and safe experience for all who participate.

Essential Responsibilities

- Greet all visitors, guests, vendors, and staff as they engage at MYAC
- Serve as primary customer service representative for onsite guests, students, staff, rental partners, and vendors
- Directly manage building reservation program and calendar and direct visitors to appropriate destination
- Manage phone directory; transferring calls and welcoming callers
- Oversee building security functions and safety procedures
- Directly participate in daily opening, closing, and reset procedures
- Manage postage, deliveries, and service calls
- Support and participate in room set-ups, services, and emergent needs
- Participate in stocking, ordering, and inventory of supplies and consumables
- Consistently demonstrate and deliver MYAC's Culture of Hospitality expectations

Qualification & Experience

- Interest, comfort, or experience in working in community, arts, or youth-centered spaces
- One year of hospitality, service, or administrative experience



- Experience or comfort with reservation systems, security platforms, and Microsoft office suite
- Self-starter with a demonstrated strong work ethic.
- Must possess excellent project management skills with the ability to prioritize and problem solve.
- Aptitude to work in a cross-functional organization.
- Effective written, verbal, and visual communication skills. Motivated by change, growth, and the unknown.

Working Conditions and Physical Effort

- Moderate to considerable physical activity; requires handling of objects up to 40 pounds, standing or walking for extended periods, climbing ladders, bending and squatting, crawling in tight spaces, outdoor work, and use of protective equipment.
- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.
- Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.

Applications and Inquires

The Milwaukee Youth Arts Center is an inclusive, creative environment that welcomes diverse applicants and interests. For more information or to submit a resume, please contact MYAC Program Manager, Josh Decker jdecker@youthartscenter.org

Organizational Overview

The Milwaukee Youth Arts Center (MYAC) is a destination for creativity, collaboration, and community building. Opened in 2005 and founded as an active partnership with First Stage and Milwaukee Youth Symphony Orchestra, MYAC delivers high quality spaces and inclusive experiences for young people, artists, and community leaders throughout Wisconsin. Across two buildings at the intersection of Milwaukee's Bronzeville, Historic MLK Drive, and Schlitz Park neighborhoods – MYAC's spaces include a studio theater, six performance and rehearsal halls, fourteen classrooms, eight small group instruction studios, and a variety of commons and community gathering spaces.



MYAC is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law.