

**Position:** Registrar

**Classification:** Part-Time, non-exempt

**Reports to:** Senior Education Program Manager

**Work Week:**

- Average work week is 10-12 hours on site at Contemporary Craft

### **Position Summary**

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The Registrar will work closely with the Education Team to ensure proper student registration policies. The Registrar manages Contemporary Craft's workshop registration systems and enrollment processes, ensuring accurate recordkeeping, smooth participant experience, and reliable financial tracking across a growing portfolio of studio programs. This role work closely with the Education Team and serves as the primary administrator of the registration systems and data.

### **Essential Functions and Responsibilities**

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- **Student Workshop Registration:** Manage all workshop registrations, refunds, and waitlists, ensuring a smooth and responsive participant experience
- **Logistics Coordination:** Serve as primary point of listing upcoming workshops on Eventbrite and the CC website; organize workshop collections on Eventbrite; and ensure all activities are accurately entered, maintained, and tracked.
- **Data Management:** Maintain accurate, secure, and updated databases for enrollment and attendance. Troubleshoot database and registration system issues, liaise with vendors as needed, and document procedures while providing staff training to ensure consistent system use.
- **Financial Processing:** Track workshop fees and ensure billing accuracy; process and track scholarships as well as the cross-organizational workshop offering

### **Qualifications**

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CC is looking for someone that is self-motivated and detail-oriented with the ability to manage large amounts of data accurately and consistently. The individual must work well in a team environment. Preference will be given to applicants with a non-profit background.

Applicants must have strong written and verbal communication skills and be proficient with technology including Microsoft Office, particularly excel, word, and Google Workspace.

It is also important that the person have experience with registration systems (e.g., Eventbrite) or similar data management software.

## Requirements & Working Conditions

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- Ability to provide own transportation to perform principal responsibilities
- Sedentary work that primarily involves sitting/standing
- Operates a computer and other office productivity machinery
- Moving about to accomplish tasks or moving from one worksite to another

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time; this job description is subject to change at any time when deemed necessary.

## Diversity Statement

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Contemporary Craft is an Equal Opportunity Employer. Contemporary Craft is committed to workplace diversity and does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, veteran status, ancestry, or national or ethnic origin in the administration of its employment policies, scholarship programs, and other administered programs and activities.

## Salary and Benefits

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Salary: \$18HR for 10-12 hours a week

Other benefits include:

- Paid sick days
- Discount in the Store
- Workshop benefits at Contemporary Craft and Pittsburgh Glass Center

## Selection Process

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Applications will be reviewed on a rolling basis, effective immediately. Candidates will be contacted for interviews via email.

## Application

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Applicants should submit the following information to [work@contemporarycraft.org](mailto:work@contemporarycraft.org).

- Include Position Title in the email subject line
- Resume
- Three professional references with contact information