

Music Administrative and Conservatory Assistant

Reports to Chief Musician and Conservatory Dean

SUMMARY OF ACTIVITIES:

The role of the Music Administrative and Conservatory Assistant is to facilitate an effective and efficient department for the Chief Musician by providing administrative and logistical support for the music ministry and the Conservatory of Music.

POSITION TYPE:

This is a full-time salaried position of 40 hours per week with benefits.

RESPONSIBILITIES:

- ▶ Receive and respond in a timely and appropriate manner to emails and phone calls.
- ▶ Coordinate the master schedule for all music related activities.
- ▶ Maintain all music-related databases, repertoire lists, and license reporting sites, developing new databases as needed.
- ▶ Use Finale notation software to arrange music as needed.
- ▶ Maintain the church music library (Order, file and catalog music. Rent or purchase parts/scores as necessary. Ensure compliance with copyright laws.)
- ▶ Assist with choral ensembles (Prepare all music for weekly rehearsals and Sunday mornings, keep up-to-date rosters and attendance records, maintain choir robes and binders, and communicate all pertinent music ministry schedule information to participants.)
- ▶ Be present and available during Chancel Choir rehearsals and other special rehearsals as needed.
- ▶ Compile musical information (titles, texts, composer information and timings for various musical pieces) for weekly bulletins and special programs. Ensure that all music-related components of bulletins, programs and other printed matter is clear, complete, and excellent.
- ▶ Monitor compliance with laws governing archive, digital, and CD recordings and obtain mechanical licenses for recorded works as necessary.
- ▶ Facilitate details for special music events which may include making meal arrangements, travel accommodations for guests, recruiting volunteers, and coordinating room set-up.
- ▶ Facilitate details of social events, workshops, retreats, and tours for the choirs, including coordination of the itinerary (meals, venues and housing.)
- ▶ Facilitate conservatory auditions, registration, scholarships and faculty assignments.
- ▶ Plan and coordinate details for conservatory recitals in December and May and summer music camp in June.
- ▶ Serve as an accompanist for lessons and recitals as needed.
- ▶ Work with a designer to publish promotional materials for special music events.
- ▶ Manage online publicity, calendar listings with local news and arts organizations, press releases, and printed flyers.
- ▶ Maintain music facilities to present a neat and orderly appearance.
- ▶ Update conservatory website content as needed.

- ▶ Prepare greeting cards for various occasions, including sympathy cards, notes of appreciation, etc.
- ▶ Change paraments in sanctuary according to liturgical calendar and coordinate the moving of candles or other equipment with the church Sexton as necessary.
- ▶ Perform miscellaneous administrative tasks as directed by the Chief Musician.

REQUIRED SKILLS AND APTITUDES

- ▶ Must evidence a godly, exemplary life and demonstrate a sincere caring and heart for ministry
- ▶ Minimum of a Bachelor's degree in music with keyboard proficiency
- ▶ Must possess a working knowledge of instrumental scores, music publishers, notation software and copyright laws
- ▶ Efficient, organized, and detail oriented
- ▶ Strong written and verbal communication skills
- ▶ Strong computer skills with proficiency in Microsoft Office, Google Sheets and communications platforms. Familiarity with InDesign is a plus
- ▶ Graphic design experience, while not required, is beneficial

SPECIAL REQUIREMENTS:

- ▶ Occasional evening and weekend hours for events and other functions