

Administrative Assistant for Music and Conservatory

OBJECTIVE

Provide administrative support to the music ministry and the Conservatory of Music of Saint Andrew's Chapel. Bachelor of Arts (Music emphasis) preferred. Must have a background in music, be a Christian in good standing in an evangelical church, and able to support the ministry, worship, and music emphases of Saint Andrew's Chapel with approximately 25-30 hours per week at an hourly wage.

RESPONSIBILITIES

- ▶ **Music Ministry Support** - Clerical support for music ministry of approximately 100 volunteers in 6 ensembles, a professional orchestra (10-18 musicians weekly), and a concert series
 - Possess working knowledge of classical music categories and styles
 - Set up for Sunday morning worship (lay out music scores and arrange chairs/stands/lights, make additional copies of hymns and descants, post service order)
 - Photocopy hymns for deacons and visually impaired
 - Clean up after Sunday worship (sort and file hymns, descants, and octavos, straighten choir robes)
 - Set up for Wednesday rehearsal (distribute memo and any new music to choir, set out rehearsal music)
- ▶ **Executive Support for a Conservatory of Music** with 70+ students, year-round instruction, 10+ faculty
 - Coordinate registration for Fall, Spring, and Summer semesters, Saturday Series, Summer Music Academy
 - Coordinate faculty assignments and room assignments
 - Program coordination for multiple concerts/recitals annually
 - On occasion host/emcee concert events
 - Receive and respond to emails and phone calls
 - Facilitate, organize, and coordinate Summer Music Academy
 - Coordinate advertising and promotional materials via website, brochures, ads, flyers, posters, and social media
 - Update Conservatory website
 - Purchase necessary music and equipment
 - Take notes at Conservatory board meetings

REQUIRED SKILLS AND APTITUDES

- Proficient in Microsoft Office, Mac OSX
- Background in classical music preferred
- Able to update social networking sites such as Facebook
- Efficient and organized
- Good written and verbal communication skills
- Able to work comfortably with numerous deadlines
- Experience interacting with recording engineers

SPECIAL REQUIREMENTS

- Must evidence a godly and exemplary life
- Occasional evening and weekend hours for recitals, events, and other functions
- Additional hours may be required during registration periods, events, Summer Music Academy
- Ability to study, edit, and provide parts when needed for music scores (Finale or Sibelius knowledge a plus)

*****ADDITIONAL HOURS AVAILABLE FOR APPLICANTS WITH THESE SKILLS*****

- ▶ **Director of up to three children's choirs (covering grades 1-12)**
 - Prepare and teach choirs weekly (Wednesdays) during the school year

- Select repertoire and curriculum for sacred music in a hymn-based and classical tradition
- Prepare polished presentations at 8-10 services/concerts per school year

REQUIRED SKILLS FOR DIRECTING CHILDREN'S CHOIRS:

- Experience teaching music to children and youth
- Keyboard skills
- Conducting skills
- Experience using Choristers Guild or similar curriculum
- Experience with youth choral repertoire for sacred music in hymn-based and classical tradition

Please provide a resume along with names and contact information of 3-5 references who will vouch for your experience, Christian testimony and personal qualifications. (Advise them in advance that we will be contacting them about the position opening.) Email to info@sachapel.com.