

# **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](mailto:info@sachapel.com).***