

# ***ADMINISTRATIVE ASSISTANT PERFORMING ARTS***

Family Life is looking for an Administrative Assistant to work closely with the Performing Arts Department. Applicant must be extremely organized and conscientious while being able to handle many tasks simultaneously. Experience in various aspects of performing arts is preferred, as a basic understanding of the many elements of stage productions is necessary. The ability to read music is a plus.

A heart to serve God with one's talents is a priority for this position. Family Life positions are a calling rather than a job. Applicant needs to be a team player as the ability to work with various personalities will be crucial. Being able to connect with both adults and youth is important.

Family Life is a multi-faceted ministry with three main departments: Radio, Biblical Counseling, Performing Arts, and Events. Each work together for the express purpose of communicating the Gospel of Jesus Christ. The Lord has blessed the ministry with a reputation for high quality events. The ministry is looking for individuals who are passionate about using their skills to further and enhance the Lord's work at Family Life.

## ***JOB DESCRIPTION***

- I. PERFORMING ARTS DEPARTMENT (PAD) EVENTS/SHOWS**
  - A. Create and coordinate Electronic Request Form (ERF) for shows, workshops, classes, registrations and all PAD events
  - B. Generate Creative Services (CS) Work Orders for all PAD events and work closely with CS in creating publicity materials for PAD Director approval, i.e. posters, postcards, and photo shoots. Photo shoots should minimally include the following teams/people: costumes, hair/make up, sets, CS, and lights
  - C. Arrange publicity with Publicity Manager for Family Life website and outside advertising, etc.
  - D. Arrange Facebook and live reads with Director of Radio Operations and Assistant Director of Radio Operations

- E. Work with Music & Worship Arts Director in coordinating communication with orchestra members including rehearsal times, music distribution, etc.
- F. Present Food Request forms to Food Service Director
- G. Communicate with Event and Volunteer Coordinator and Food Service Director on the number of volunteers needed as directed
- H. Coordinate vehicle and room reserve requests with Office Manager
- I. Be an onsite coordinator for on the road workshops
- J. Book hotels and venues and make travel arrangements as needed for touring shows

**II. CENTER FOR THE ARTS (when move to Corning takes place)**

- A. Write and edit Course Catalog of classes (to be printed and published online for each ensuing school year)
- B. Update Parent/Student Handbook each year
- C. Schedule classes, maintain student roster and track payments utilizing various software programs
- D. Be on call for cancelations/reschedules due to weather and other emergencies (during and after regular office hours)
- E. Create and take part in weekly cleaning schedule and communicate general maintenance needs to Performing Arts Music Director
- F. Decorate and create welcoming atmosphere at CFA as well as host parents in waiting area
- G. Keep all promotional material at CFA current, and have promotional items available for tables at Sharathon, Homeschool Sale, etc.

**III. OFFICE RESPONSIBILITIES**

- A. Create, maintain and organize general PAD files, databases, email blasts, and other documents
- B. Maintain and oversee PAD portion of the website by editing content as needed, or requesting/adding fresh content through the CS Web Request Form
- C. Help organize and lay out general PAD calendar of shows, workshops, classes, lessons, recitals, and other events
- D. Attend to all PAD and CFA correspondence including phone, email, and student/cast handouts

- E. Purchase any general or specific PAD supplies for PAD and CFA offices and class supplies as needed
- F. Oversee collecting all department receipts, tuitions, expense forms, and timesheets while working with accounting to maintain proper records
- G. Coordinate parent volunteers
- H. Assist Music & Worship Arts Director in hiring new teachers (schedule interviews and meetings with front office and business office, etc.)
- I. General laborer, e.g. assisting with setup/tear down/working at events
- J. Assist with 5K sponsorships and event (spring & fall)
- K. Other duties as assigned by Theater Arts and Music & Worship Directors

**IV. MISCELLANEOUS**

- A. Attend weekly staff meetings
- B. Participate in auditorium setup and tear down for all Family Life events

Be actively involved with various elements of semi-annual sharathons

Family Life Ministries, Inc. is an equal opportunity employer.