

Conservatory Administrative Assistant

Reports to the Dean of Saint Andrew's Conservatory

SUMMARY OF ACTIVITIES

Provide administrative support to the Dean of Saint Andrew's Conservatory, a 70-student music training center with 15 faculty located at Saint Andrew's (www.saintandrewsconservatory.org). A minimum high school diploma and a bachelor's degree preferred. Must have a background in classical 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. Twelve hours per week.

RESPONSIBILITIES

- ▶ Receive and respond appropriately to emails and phone calls.

- ▶ Support and assist the Dean in coordinating the collegiate sacred music major program through Reformation Bible College.

- ▶ Facilitate, organize, and coordinate student registration, scholarships, faculty assignments, instrument tuning and maintenance, and special events (such as summer music camp).

- ▶ Coordinate promotional materials via website brochures, ads, flyers, posters, and social media presence.

- ▶ Update Conservatory website as needed.

- ▶ Purchase necessary music and equipment.

- ▶ Take notes at conservatory board meetings.

REQUIRED SKILLS AND APTITUDES

- ▶ Proficient in Microsoft Office, Mac OSX
- ▶ Basic understanding of music arrangement using software such as Finale or Sibelius
- ▶ Familiarity with social networking sites such as Facebook and Twitter
- ▶ Efficient and organized
- ▶ Background in classical music preferred
- ▶ Good written and verbal communication skills
- ▶ Able to work comfortably with numerous deadlines

SPECIAL REQUIREMENTS

- ▶ Occasional evening and weekend hours for recitals, events, and other functions
- ▶ Additional hours may be required during Fall and Spring registration periods