

## **BETHANY COMMUNITY CHURCH**

Position Title: Interim Administrator of Bethany School of Music and Arts  
(Flexible hours of approximately 4-8 hours per week minimum; interim contract of 4 months maximum)

Department: Bethany School of Music and Arts

Staff Member: Interim Hire

Reports to: Director of Bethany School of Music and Arts

Hire Date: January 2, 2019

Job Description Created December 2018

### **POSITION SUMMARY**

Administration of advertising, communications, registrations, scheduling, invoicing, and receipting for Bethany School of Music and Arts. Management and oversight of the day-to-day operations of Bethany School of Music and Arts.

### **KEY DUTIES AND RESPONSIBILITIES**

#### **General Administration:**

- Manage schedules and room bookings.
- Arrange for room and equipment needs and maintenance.
- Order class and costume supplies.
- Facilitate Bethany School of Music and Arts recitals.
- Maintain up-to-date Program Guides and website information.
- Schedule kiosks and communications within Bethany Community Church.
- Advertise in community.
- Provide ad-hoc administrative support to the Director of Bethany School of Music and Arts.
- Manage the financials, including teacher contract payments and receipting.
- Work within budget schedule.
- Other duties as assigned.

**Teacher Support:**

- Maintain teacher files and paperwork.
- Provide and maintain class lists and attendance forms.
- Provide email lists and emergency contacts for classes.
- Ensure missed classes and lessons are up to date or accounted for.
- Liaise frequently with teachers to ensure smooth function.
- Maintain timely communications with teachers and their classes regarding schedule changes and cancellations.

**Student Support:**

- Provide reception and information services.
- Maintain strong understanding of programs and styles to accurately inform students for ideal placements.
- Schedule lessons and/or facilitate teacher and student contact.
- Maintain student files.

**QUALIFICATIONS**

- Excellent oral and written communication skills.
- Ability to manage multiple schedules.
- Filing and document organization, both electronic and hard copy.
- Intermediate proficiency with Microsoft Office, including Excel and Access, and Jackrabbit Class management software.
- Teachable attitude.
- Ability to self-direct and adapt to changing priorities.
- Ability to work independently and as a team member.