



## **Position Description for the Music Support Assistant**

- Title:** Music Support Assistant
- Reports to:** the Director of Music (direct supervision), and accountable to the Senior Pastor (Head of Staff) and the Session Personnel Committee.
- Status:** part-time (6-12 hours per week)
- Wage:** \$15.00-\$17.00 per hour
- Supervises:** volunteers, younger choristers
- Purpose:** Assists the Director of Music with administrative tasks for the music ministry of the church.

### **Job Summary**

The Music Support Assistant participates in the implementation of the music ministry of the church with a focus on the youth in collaboration with and under the direction of the Director of Music. This position assists with recruiting choristers, welcoming and onboarding of choir members. This position works occasionally/ as needed, with other church music related special events as determined by the Director of Music. This position assists with the music library organization and upkeep of the music database including but not limited to the anthem and handbell music. The position participates in the promotion of public events with the development of visual designs/materials for social media, such as posters, and serves as a liaison to the Technology/Marketing Coordinator.

### **Qualifications**

The ideal candidate:

- will have educational background/training/experience in Music or Music Administration,
- must be able to read music,
- will possess strong interpersonal and team building skills, and,
- can work well with others, especially children.

### **Technology/equipment operated**

The ideal candidate:

- is experienced with Windows OS, Microsoft Office, Google Drive, and Google apps,
- is proficient in the use of social media,
- is experienced using computers, printers, copiers and other office equipment.

## Responsibilities

- Actively recruits new members into the music program and participates in welcoming and onboarding of new members.
- Assists the Director of Music with administrative needs including, but not limited to marking up of handbell scores, filing, updating notice boards, and organizing of rehearsal spaces.
- Maintains music libraries and databases.
- Communicates with and schedules the *Second Adult in the Room*. Maintains and monitors *SignUpGenius* to ensure the *Second Adult* schedule.
- Develops promotional items for public events such as visual designs for posters/flyers for social media.
- Promotes public events, including distributing flyers in public places around town such as libraries, coffee shops and locally owned stores.
- Serves as liaison to the Technology Marketing Coordinator.
- Other duties as assigned by the Director of Music.

## Advanced Role Responsibilities of Music Support Assistant

In addition to the previously specified duties and responsibilities, the Music Support Assistant may assist the Director of Music with the choir, especially the younger choristers. A person with skills in teaching music and/or singing may be asked to:

- 1) assist with the music education of younger choristers on Thursday afternoons, and/or,
- 2) serve as an active staff singer in the choir – participating in rehearsals on Thursday evenings and rehearsals and services on Sunday mornings.

**TO APPLY:** Email a letter of interest with your qualifications to: [work@fpcevv.com](mailto:work@fpcevv.com) **by 5:00 p.m., Monday, April 28.** Put **MUSIC SUPPORT ASSISTANT** in the subject line. If you are interested in the *advanced role responsibilities*, please include your voice part and any pertinent experience.