

First United Methodist Church San Diego – Job Description

Job Title: Administrative Assistant for Music Ministries

Reports to: Director of Choral Activities until Director of Music Ministries is hired

Hours: 10-15 hours per week

Job Summary:

The Administrative Assistant for Music Ministries provides a wide range of support to the music programs of First Church to include maintenance of the music library and inventory, support for the adult choirs, masterwork chorale and chorale concerts. This position is also responsible for donor acknowledgement and supporting the Director of Music Ministries with various administrative tasks associated with cash receipts, check requests, and supply orders.

Essential Functions:

- Music Library & Inventory Maintenance
 - Order anthems and concert scores
 - Rent instrumental parts when needed; distribute to and collect from instrumentalists
 - Keep up-to-date digital database of all music; enter dates when anthems are used for Sunday service
 - Photocopy music (with permission or non-copyright) when needed
- Administrative Support for Adult Choirs (Chancel Choir; Jubilee Singers; Chamber Choir; Handbell Choir; Summer Choir)
 - Keep a current roster and email list of choir members
 - Communicate with choir via email; publish a calendar of events regularly including special rehearsals, extra services, and concerts
- Administrative Support for Masterwork Chorale and Chorale Concerts
 - Maintain email groups for Active MWC members; Inactive MWC members; Chancel Choir concert singers
 - Communication with choristers
 - a) Send out an invitation to the Active and Inactive members in the beginning of each fall or spring term: including a rehearsal schedule, registration instruction and repertoire
 - b) Email periodically to a current roster during the concert term: online practice information, specific concert information, etc.

- Set up MWC online registration on Realm; compose a roster of registrants with voice part and payment status
- Attend check-in at the first rehearsal: collect checks for the registration fee and music for those who have not paid online; deposit money with the church finance office
- Keep attendance of MWC singers at rehearsals on roll sheets; contact those with unexplained absences; maintain an up-to-date roster
- Submit a final list of singers to Director of Choral Activities for concert seating
- Administrative Support for Cultural Events Committee
 - Prepare printed concert program materials (libretto, list of musicians, etc.) and work with Communications department; proof-read
 - Maintain and update Cultural Events Patrons' list
- Administrative Support for Summer Sings in the month of July
- Answer inquiries via telephone or email
- Complete and submit forms: check requests, internal deposits, purchase orders, room/event requests; file credit card expenses
- Other duties as assigned

Requirements:

- Bachelor's Degree or equivalent (preferably in a music-related field, but not required)
- Working knowledge of music notation
- Competency in writing and editing correspondence to correct grammar, spelling, and punctuation
- Organization skills to include experience in establishing and maintaining filing system

Knowledge, Skills, Abilities and Other Characteristics:

- Ability to work well under pressure and model a professional demeanor, servant's heart, and a can-do attitude. Be a team player and always be of service and assistance.
- Manage competing demands and adapt to changes in the work environment.
- Ability to communicate and empathize with congregation members; effectively problem solve with conflict management and negotiation tools.
- Ability to apply common sense and good judgement to carry out instructions furnished in written, oral or diagram form.

- Passion for engaging with people utilizing relational and organizational intelligence needed to succeed in a congregational setting.
- Commitment to continuing growth in cultural competence and professional development.
- Knowledge or willingness to learn the REALM database and utilize its full functionality to support and enhance the guest engagement program at First Church.
- Competencies in MS Suite: Microsoft Word, Excel, PowerPoint, Outlook, Realm and Zoom.

Roles and Relationships:

- Provide the Director of Music Ministries with feedback on overall successes and obstacles in meeting goals and objectives.
- Functions in compliance with Safe Sanctuaries Policy of FUMCSD.