

**THE ST. PAUL'S SCHOOLS
POSITION DESCRIPTION**

TITLE: Arts Administrative Assistant

DIVISION/DEPARTMENT: Arts

REPORTS TO: Dean of the Arts

CLASSIFICATION: full time, 12 months

The St. Paul's Schools are a family of independent, college-preparatory schools serving more than 1,300 students—infants through grade 12—on a single 120-acre campus in Brooklandville, Maryland. We are coeducational in the Preschool and Lower School divisions with single-gender Middle and Upper Schools. The St. Paul's Schools educate hearts and minds in an inclusive community that is grounded in the Episcopal values of respect, integrity, and spiritual growth. We deepen students' knowledge and nurture their intellectual curiosity so that they can achieve their best and serve in the world with confidence and compassion.

Position Summary

The St. Paul's Schools are searching for an Arts Administrative Assistant in our Ward Center for the Arts, the schools' primary arts facility, which houses a 320-seat theater, gallery spaces, faculty offices, music practice rooms, classrooms, and a dining facility/kitchen area. This position will involve logistics and facilitating interactions with arts faculty and staff across the campus. This position is effective on June 15, 2019.

Position Responsibilities Include (but are not limited to):

- Maintaining/organizing departmental files and records (including budgetary items), as well as our storage areas and departmental archives
- Serving as liaison with the community for auxiliary Ward Center nighttime events, Athletic Awards, Arts Awards, auxiliary rentals, and similar events
- Assisting in scheduling the Dean's calendar, including faculty observations, appointments, and common department meeting times.
- Assisting with arts-specific accounting/ receipts, budgetary, billing and purchasing reconciliation across the department.
- Formatting and producing/printing concert and production programs.
- Overseeing/ securing ushers for all Ward Center and Arts performances, including those in the SP Chapel, SP Blackboxes, and Old St. Paul's.
- Being present at Ward Center performances and visual art exhibitions (approximately 35 per year) welcoming the public and organizing logistics, including ordering/securing chairs for events, submitting maintenance requests, purchasing refreshments, setting up refreshment tables and coordination of dressing rooms/prep before shows/performances.
- Overseeing ticketing, accounting and communication with ticket vendor for all ticketed performances in the Ward Center, liaising with the public at ticket will call during performances.
- Coordinating gallery sales/ remuneration for artists at Visual Arts Exhibitions

- Maintaining the Ward Center Calendar in consultation with the Dean of the Arts; attending calendar meetings at The St. Paul's Schools
- Overseeing logistics of the music lessons program in conjunction with Director of Auxiliary Programs.
- Other duties as assigned

QUALIFICATIONS, EDUCATION, AND EXPERIENCE: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Education: Bachelor's degree from an accredited institution.
- Experience working within a school or theatre environment preferred, but not required.
- Professionalism: Able to maintain strict confidentiality in all matters.
- Office Skills: Proficient with Microsoft Office Suite, text messaging, and other Internet-based applications, and having good communication with internal and external people.
- Communication: Must possess excellent writing and speaking skills, and present a calm, professional demeanor.
- Organization: Must be able to track many projects and tasks at the same time.

PHYSICAL REQUIREMENTS: While performing the duties of this job, physical demands may include:

- Vision: Visual acuity adequate to perform job duties, including reading information from printed sources and computer screens.
- Requires frequent bending, reaching, repetitive hand movements, standing, walking, squatting and sitting.
- May require occasional lifting of objects up to 10 pounds.

Believing that every child is a child of God and that trust, understanding, and mutual respect lie at the heart of our community. The St. Paul's Schools are committed to creating a supportive learning environment where all individuals are valued for their unique contributions and are able to achieve their highest potential. We strongly believe that a diverse and inclusive environment is the best learning environment for our students and prepares them to live, work, and thrive in an increasingly global and multicultural community. We reject all prejudice, particularly those based on race, national and ethnic origin, religion, socioeconomic status, gender identity, sexual orientation, and physical characteristics.

Full-time faculty members are eligible to participate in our comprehensive benefits program which includes, but is not limited to, medical, dental, vision, disability and 403(b). Other supplemental benefits include free lunch, fitness center and tuition remission. Interested candidates can send their cover letter, resume and list of references to Shannon Duckett, Human Resources Director, at sduckett@spsfg.org. This position, and all positions at The St. Paul's Schools, requires the successful completion of a background check which include verification of employment history and criminal background (with specific attention to any crimes related to children, and convictions for any crimes). The St. Paul's Schools is an equal opportunity employer.