

## JOB DESCRIPTION

<b>Position Title</b>	<b>Admin. Asst.–The Arts &amp; Mars Hill / Training &amp; Education</b>
<b>Position Reports to:</b>	<b>Pastor of The Arts &amp; Mars Hill</b>
<b>Department:</b>	<b>The Arts &amp; Mars Hill</b>
<b>Schedule (may vary)</b>	<b>15 hours a week</b>
<b>Rate/Salary (optional to post)</b>	

### General Description

Administrative Assistant support for **The Arts & Mars Hill** / Training & Education ministries.

### Job Summary

- Preparing all event details prior to event (ie: guest speakers, musicians, venue maps, A/V personnel, honorariums, etc.)
- Creating eye-catching event graphics, coordinated with pre-selected titles & wording for online presentation & paper flyers as well as PR materials for all of **The Arts** and **Mars Hill** events
- Maintaining organization and keeping on top of all paperwork, emails, website updates, and other communications needed to run **The Arts** and **Mars Hill** ministries
- Preparing for Art Exhibit Openings (2x/year): receiving/putting together all submissions, creating price lists, making labels, coordinating with artists, arranging any catering, coordinating art pick-ups and drop-offs
- Schedule, communicate and coordinate with selected artists featured in the Caffé, (8 x/year). Making labels, price sheets, coordinating art pick-ups and drop-offs

### Specific Duties and Responsibilities

#### **Mars Hill**

The Mars Hill ministry exists to take individuals & groups deeper into their faith by addressing: the development of a biblical worldview, various critical issues of the day, classical Christianity, apologetics, doctrine, theology, orthodoxy, etc. Main events: Evenings on Mars Hill.

- Assist the Pastor and the **Mars Hill** Leadership Team (specific volunteers) in calendaring, detailing, describing & promoting all future events at a weekly meeting with him usually on Wednesdays (usually between 1:00pm and 5:00pm)
- Create an annual **Mars Hill** & The Arts - Master Calendar
- Communicate w/ the Pastor & the **Mars Hill** Team regularly, details of all events & all associated PR
- Enter all events in Service U scheduling program, make a Room Map and a list of requirements for each event or class, and turn it into Facilities
- Produce Constant Contacts (email marketing) for each event, series, etc.
- Insure that all PR info for ALL events is replicated/posted on the website and updated weekly
- Create, collaborate and coordinate with the Pastor all dead-lined PR items (and send him reminders well before their due dates)
- Produce sign-up sheets and/or sign-ups online for various events & classes being offered

- Keep lists from sign-up sheets and online sign-ups of those interested in specific events or classes and those who have attended events/classes
- Get a final list of attendees/participants to Pastor, or other designated event facilitator, and include any and all details before event/class begins
- Complete check requests for honorariums for guest speakers, A/V personnel etc. for all relevant events. Insure they are (as requested), mailed out or put in Pastor's box
- Record and deposit donations, fundraiser income, ticket sales & class fees for all events
- Complete check requests with receipts attached for reimbursements to Pastor or other **Mars Hill** team members
- Follow-up and mail out and/or email and/or return phone calls related to all **Mars Hill** inquiries.
- Book filming of EOMH's, follow-up on their editing and posting to Vimeo, post them on the **Mars Hill** webpage. Publicize and remind that they are archived on the webpage.
- Provide for all **Mars Hill** events: a **Mars Hill** Info Sign-up Sheet.
- Copy info from sign-up sheets on Mondays and enter email addresses into Constant Contact / **Mars Hill** list. Keep an artist contact info list in addition to doing the Constant Contact entries
- If ministry info is left out for Sun. evening service, put away all of the **Mars Hill** materials in like ministry bin on Monday mornings, so that Facilities can place it in the storage trailer
- Prepare labels, price sheets, and PR materials for a combined EOMH with 2 Fine Art Exhibits per year
- Be present to coordinate programs, attendees, food service/catering, beverages, activities, etc. at each combined EOMH & Fine Art Exhibit (an extra 5 hours of work 2x per year, Spring & Fall/May & Oct.)

## **Specific Duties and Responsibilities**

### ***The Arts***

**The Arts ministry exists to encourage Writers, Visual Artists and Performers. We promote Spiritual Growth, Collaboration and Community among Beginning, Re-emerging and Professional artists. Our productions are purposeful and our passion is Christ. Main Events: Exhibits, Retreats & Seminars.**

- Assist the Pastor and **The Arts** Leadership Team (specific volunteers) in calendaring, detailing, describing & promoting all future events at a weekly meeting with him usually on Wednesdays (usually between 1:00pm and 5:00pm)
- Create an annual **The Arts** & Mars Hill - Master Calendar
- Communicate w/ the Pastor & **The Arts** Team regularly, details of all events & all associated PR
- Enter all events in Service U scheduling program, make a Room Map and a list of requirements for each event or class, and turn it into Facilities
- Produce Constant Contacts (email marketing) for each event, series, etc.
- Insure that all PR info for ALL events is replicated/posted on the website and updated weekly
- Create, collaborate and coordinate with the Pastor all dead-lined PR items (and send him reminders well before their due dates)
- Produce sign-up sheets and/or sign-ups online for various events & classes being offered
- Keep lists from sign-up sheets and online sign-ups of those interested in specific events or classes and those who have attended events/classes
- Get a final list of attendees/participants to Pastor, or other designated event facilitator, and include any and all details before event/class begins
- Complete check requests for honorariums for guest speakers, A/V personnel etc. for all relevant events. Insure they are (as requested), mailed out or put in Pastor's box
- Record and deposit donations, fundraiser income, ticket sales & class fees for all events

- Complete check requests with receipts attached for reimbursements to the Pastor or other **Arts** team members
- Follow-up and mail out and/or email and/or return phone calls related to all **The Arts** inquiries.
- Book filming of certain **Art** events, follow-up on their editing and posting to Vimeo and post them on the **The Arts** webpage. Publicize and remind all that they are archived on the webpage
- Provide for all **Art** events: an Artists Info Sign-up Sheet
- Copy info from sign-up sheets on Mondays and enter email addresses into Constant Contact / **The Arts** list. Keep contact info list separately from the Constant Contact entries
- If ministry info is left out for Sun. evening service, put away all of **The Arts** materials in the like ministry bin on Monday mornings, so that Facilities can place it in the storage trailer
- Prepare labels, price sheets & PR materials for 2 **Art** Exhibits per year and 6-8 Story Caffé Artist Shows
- Coordinate with artists for Art Exhibit openings and submissions
- Be present to coordinate programs, attendees, food service/catering, beverages, activities, etc. at each combined EOMH & Fine **Art** Exhibit (an extra 5 hours of work 2x per year, Spring & Fall/May & Oct.)

### **Knowledge Skills Required for the Job**

- Working knowledge of these programs: Service-U, Filemaker Pro, Constant Contact, The Print Shop 2 and Photoshop (or similar programs.) Design & graphics experience best.
- Must be proficient in: Microsoft Word, Microsoft Excel, PowerPoint, and be Mac savvy
- Excellent communication skills
- Knowledge of standard office procedures
- Ability to make eye-catching flyers for events
- Must be organized

### **Personal Relations**

- Working with Pastors, church staff and the church congregation

### **Work Environment**

- Mostly office, 2 onsite Fine Art Exhibits per year, onsite involvement in the 6-8 Caffé Art Shows

### **Physical Requirements**

- Sitting at a desk (regularly)
- Standing (regularly)
- Stairs (regularly)
- Walking (frequently)
- Typing – computer keyboard
- Telephone – receive and dial calls
- Speaking (regularly)
- Hearing (regularly)
- Seeing (regularly)
- Lifting (up to 25 pounds)