

Administrative Coordinator | Music & Arts and Arts Academy

3Crosses Church, 20600 John Drive, Castro Valley CA 94546 | (510) 537-4690

Reports to: Kevin Ledbetter (Pastor of Music & Arts) and Faith Blevins (Director of Production and Artistic Director of the Academy of Arts @3Crossess)

Primarily regular office hours, with some evening and early morning tasks, some weekends. Flexible schedule to accommodate

Necessary Abilities: Gifted in administrative tasks; Detail oriented, organized; Self-starter, able to work independently; Problem-solver; Excellent written and verbal communication skills; Comfortable with a variety of computer programs, and willing to learn new skills; At ease working with people in large groups and individually; Familiarity with written and recorded music; Flexible, willing to work outside of the usual hours, times and jobs.

Duties/Responsibilities include but are not limited to:

- Familiarity with CCB, Indesign, Squarespace, Word, Excel, I-Tunes, Dropbox, Smugmug, Music Database.
- Assist the directors with program development as needed, schedule meetings, make phone calls, write/edit communications and letters, format documents, schedule teams.
- Logistics and planning for ministry programs and events; set up and manage on line registration, record keeping in spreadsheets and databases
- Coordinate promotion and advertising (newspaper, e-bulletin and print bulletin, mass emails for Choir, Orchestra, Musical Outreaches and Academy of Arts.
- Manage organization of choir/cast personnel lists, folders and music, seating charts, name tags and costume labels - including printing, copying, numbering, filing of music and scripts for choir and outreach casts, creating forms.
- Process choir & orchestra prayer request submissions from website and paper forms
- Working knowledge of ticket sales process and system to assist in answering questions during the week when ticket coordinator is out of the office, selling tickets on Sunday mornings, and helping in the box office. May include being the point person for the box office on days of outreach events if ticket coordinator is out of town or in the cast.
- Collect receipts, request reimbursement, record, track income/expenses for both outreaches and Academy of Arts.
- Facilitate auditions - create and manage registration forms, spreadsheet, database, contact lists. Be on-site to set up and check-in people who are auditioning
- Track statistics, produce reports as requested.
- Maintain royalty contracts and licenses for Outreaches and Academy of Arts.
- Coordinate with the graphic artist and produce information for brochures and advertising pieces for all events. Includes creating, printing, folding and coordinating with stuffing team for programs for all outreaches, choir and orchestra concerts and Academy show nights.
- Manage web page content, photo galleries, online registration and inquiry forms
- Manage subscription lists for seasonal devotional posts - "Thanksgiving", "Advent" and "Lent." Assist Faith with daily posts for Instagram, Facebook and Webpage during each season. Involves mail merges in CCB, website posting in Squarespace.
- Database management including entering of names and data, maintaining membership rolls into a database.
- Calendar events for outreaches, choir, orchestra, Academy of Arts, etc.
- General office duties; procure supplies, photocopy, filing, screen calls and emails, assess needs, respond to inquiries, shipping.
- Teamwork and team management including participation in staff meetings and providing assistance as needed on team tasks.

- Assists Faith with organization of the Academy of Arts program, brochure, mass emails and communication between teachers and parents.
- Coordinate and oversee registration for Arts Academy. Includes registration form creation and management, communication with parents and students.
- Procure and prepare snacks and organization of food items for the Academy of Arts each week and food preparation for our cast Celebrations after each outreach.
- Coordinate the babies for Baby Jesus in the Christmas Outreach.
- Other duties as assigned.