



JOB DESCRIPTION

Position Title	Admin. Asst.–The Arts & Mars Hill / Training & Education
Position Reports to:	Pastor of The Arts & Mars Hill
Department:	The Arts & Mars Hill
Schedule (may vary)	15 hours a week
Rate/Salary	\$18 - \$20

General Description

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

Job Summary

- Planning and Preparing all event details prior to event (ie: guest speakers, musicians, venue maps, A/V personnel, Volunteers, necessary materials, honorariums, etc.)
- Creating eye-catching event graphics, coordinated with pre-selected titles & wording for online promotion & 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, phone calls, and other communications needed to run The Arts and Mars Hill ministries.
- Preparing for Art Exhibit Openings (2x/year) promotion for art submissions & grand opening receiving/putting together all submissions, creating price lists, making labels, coordinating with artists, arranging any catering, coordinating; liability forms, art pick-ups and drop-offs, organizing art panel meetings, overseeing volunteers and grand opening reception
- 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, ensuring collection of liability forms and artist bios

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.

- 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 CCB scheduling program, make a Room Map and a list of requirements for each event or class, and turn it into Facilities
- Produce mail chimp (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 (CCB Groups) attendance
- 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 inquires.
- 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 and enter email addresses into CCB / Mars Hill list. Keep an artist contact info list in addition to doing the Constant Contact entries
- 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.

- 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 CCB scheduling program, make a Room Map and a list of requirements for each event or class, and turn it into Facilities
- Produce Mail Chimp (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 – CCB Groups
- 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 and enter email addresses into Constant Contact / The Arts list. Keep contact info list separately from the Constant Contact entries
- 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: CCB, Mail Chimp, In Design, Word press 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 & able to coordinate multiple projects at any given time

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)