



## **Holy Cross Music Academy Administrative Assistant**

As part of the launch of Holy Cross Music Academy, we will be hiring a 14 hour/week administrative assistant for the music school. This person needs to be available from 2:30-6pm Monday-Thursday. No need for a background in music, but they will need to help organize systems and events for the school, to be a friendly face for families, and to take pride in their role in helping the students and school succeed. As they will be on staff with the Church of the Holy Cross, they should be a Christian who is actively living out their faith in Jesus and is a committed member of a local church. They should also be sympathetic to the Anglican denomination and the Anglican Diocese of South Carolina.

Job description as follows:

- Manage the lobby area during business hours, providing support to families and students in the lobby and managing phones.
- Monitor security cameras in classrooms.
- Manage payments within the online management system for students and update information as necessary.
- Manage scheduling of students and teachers within the online management system and communicate with individual instructors about their schedules.
- Communicate with students and families about scheduling needs. Set up make-up lessons as needed and as laid out in school policies
- Serve as an ambassador to families, clearly communicating the offerings and vision of the school.
- Check email upon arrival to update canceled lessons on the calendar, and answer incoming emails.
- Be the first contact for instructors who call in sick and need substitutes.
- Be responsible for scheduling substitutes as needed.
- Assist with details around scheduling recitals and public performances as needed.
- Help manage a system for compensating instructors for students' public performances.
- Take payments from students purchasing gear on-site.
- Assist with community relations and outreach.
- Help with storage, set-up, and clean-up as necessary.
- Be available for other tasks as assigned by the Director during work hours.



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