POSITION SUMMARY

This position will support the Music, Drama, and Dance Departments and will assist with copying, scanning, data entry, organizational tasks, and designing and distributing advertisements for classes and productions. May also be involved in setting up and/or tearing down recording gear, sets/props, etc., as well as in working back stage at performances as a stage manager or in the light/sound booth calling cues. May interact one-on-one with students.

PRIMARY RESPONSIBILITIES

1. Filing
2. Copying
3. Scanning and/or shredding
4. Record maintenance, preparation and review of forms, data entry
5. Send standardized department emails
6. Provide handouts and/or forms to customers
7. Maintain inventory
8. Event preparation and support
9. Prepare reports
10. Collect and record data
11. Maintain knowledge of multiple programs
12. Maintain existing library by cataloguing new scores by focal forces, alpha, and title
13. Maintain and/or process records

REQUIRED QUALIFICATIONS

- High School Diploma or Equivalent
- 1 year of related work experience

KNOWLEDGE SKILLS AND ABILITIES

- Interpersonal skills
- Organizational skills
- Analytical and problem solving skills
- Communication skills (written and/or oral)
- Ability to sort, merge, and complete mass mailings
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)

USE OF EQUIPMENT AND MACHINERY

- Pushing or pulling carts or other such objects
• Lift objects weighing up to 20 lbs.
• Standing for two or more hours
• Use small office equipment including copy machines or multi-line phone system
• Use computer for word processing