

# Job Description

Title: Secretary to the Director of Performing Arts

#### Qualifications:

High School diploma or equivalent. Associates Degree or higher is preferred.

Prefer a minimum of three years or more office experience, preferably in a public school Possess a thorough knowledge of and familiarity with modern office equipment, technology, electronic equipment, and software applications and operations.

Proficiency in the use of Microsoft Office (Word, Access, Excel, and PowerPoint), Google Suite, and willing to learn new software programs as needed.

Experience using Powerschool, Schoolspring, AESOP, Novatime and/or Munis - as well as Adobe Creative Suite - is preferred. Ability to quickly learn new platforms adopted by Wellesley Public Schools.

High level of professionalism and the ability to maintain confidentiality.

Excellent verbal and written communication skills.

A high degree of organizational and time management skills. Ability to prioritize, multi-task, and handle diverse tasks.

Ability to understand written procedures, and understand complex, multi-step written and oral instructions.

Ability to work independently and as part of a team required.

Ability to take initiative, exercise sound judgment and make decisions within scope of his/her authority.

Attend professional development as directed

Ability to relate in a positive manner with members of the public, parents, staff and students. Support the overall school mission, vision, and policies and procedures

Evaluated by: The Director of Performing Arts

Job Goal: Under the supervision of the Director of Performing Arts, this position is responsible for the effective and efficient operation of the office of the Performing Arts Department (Chorus, Band, Music, Orchestra, Dance and Drama). The Secretary to the Director of Performing Arts provides support to the Director and the departmental staff on a daily basis, manages the ndar, assists with scheduling of meetings, performances, maintains online department performance calendars, maintains all financial and personnel records for the department. The Secretary to the Director of Performing Arts exercises considerable independent

Assist the Director in compiling information and data for various reports. Type and duplicate correspondence, documents, spreadsheets, and materials as required. Assist with various aspects of performance, concert, and production in support; Type programs and duplicate them or arrange for them to be duplicated; assist in the production of materials for the department's performances, including promotional materials, fliers, posters, tickets, and programs.

## Calendars & Scheduling

Maintain Performing Arts Department and Director calendars.

Ensure that all calendars containing Performing Arts Department information are accurate and current.

Assist with scheduling meetings, performances, and appointments. Schedule the Middle School Auditorium for events and performances during the school day in collaboration with the building secretary.

### Other

Perform other duties as assigned by the Director.

Essential Functions of the Job:

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to stand, walk, talk, and hear. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms, climb or balance and stoop.

The employee must lift and/or move up to 20 pounds. Specific vision abilities required by this job include the ability to adjust focus. The employee is required to have the cognitive ability and focus to manage multiple detailed tasks at once with frequent interruptions.

### Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office environment. Majority of the work is performed in a moderately noisy environment with frequent interruptions.

School Committee Approval Date: 12/8/2020