

New Hope Arts Academy Facilitator

SUMMARY

Complete operational/administrative tasks to assist New Hope Arts Academy Director

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversee administration of the Arts Academy
 - Create and maintain rosters
 - Deposit payments for classes
 - Complete payroll for teachers in a timely fashion
2. Create promotional pieces
 - Flyers
 - Posters
 - Print Media Articles
 - Mini-Catalogue Of Courses Offered
3. Make sure registration for a new session begins at least 3 weeks in advance, and complete all follow-through work on registrations (waiver signatures, payments, accurate deposits, etc.)
4. Assist in monitoring and evaluating the quality of classes offered and make appropriate recommendations.
5. Oversee Arts Academy Camps programming and operation including but not limited to:
 - Create and maintain rosters
 - Deposit payments for classes
 - Complete payroll for teachers in a timely fashion
 - Flyers
 - Posters
 - Print Media Articles
6. Recommend which classes will be offered and/or cut.
7. Plan the class schedule in coordination with Faculty, New Hope Office Staff, and Pastoral Staff
8. Work with the pastoral staff on occasion to vision cast for the Arts Academy and its role at New Hope.
9. Works with the pastoral staff overseeing the Arts Academy regarding any minor equipment needs.
10. Perform other duties, as required

SUPERVISORY RESPONSIBILITIES

None

WORKING CONDITIONS

This is a part time job requiring a minimum of 30 hours a month and pays \$400 a month. This position is an Independent Contractor with New Hope.