Administrative Assistant
Theology and Arts Program
Memphis Theological Seminary

Position Title: Theology and Arts Administrative Assistant

Posting approval date: 6/17/15

Closing date: 6/30/15

The time and place to apply: Deadline for applications is Tuesday, June 30, 2015. Please send a letter outlining your reasons for applying for this position along with a copy of your resume to Dr. Tiffany Hall McClung at tmcclung@memphisseminary.edu.

Job Type: Administrative Assistant

Reports To: Director of Theology and Arts

Position Description & Responsibilities:

Functions: The primary function of this position is to provide administrative support to the Director of Theology and Arts in order to provide more time and energy to the Director for programming and planning.

Specific Duties:

- Keep calendars up to date on Google Calendar.
- Provide paperwork for check requests to pay artists and artist-in-residence, etc.
- Updating website regularly.
- Maintaining Artist-in-Residence application process.
- Provide support to the Artist-in-Residence when needed.
- Assist in scheduling Gallery Artists.
- Aid Gallery Artists in scheduling installations and de-installs as well as physically helping with the hanging of art at installation.
- Maintain artist statements in the Gallery for current Gallery Artist(s).
- Maintain art studio space; keep it tidy and materials in stock. (Art Studio is coming in the near future, though it is not currently up and running.)
- Schedule space and arrange for any IT needs for Art & Soul Lunch Hour events.
- Aid in working with Communication Director to publicize Art & Soul events.
- Schedule and implement Gallery Receptions for Gallery Artists.
- Assist in general communication between Director and interested parties.
- Aid the Director in dreaming about ways to improve the program; bring ideas for museum tours and area collaborations to the Director.
Other Duties:

- Generally assist in the planning and implementing of weekly worship to include creation of bulletins and running copies of the bulletin each week.
- Assist in the management of the Weekly Community Meal to include check requests for caterer, helping in serving the community, and ensuring things are cleaned up following the meal.

MINIMUM QUALIFICATIONS:

1. **Education:** Minimum education requirement is a high school diploma or the GED equivalent.
2. **Experience:** A general knowledge of typing, filing, copying, and faxing is required. Knowledge of Google Apps (Calendar, Documents, Email, Websites) is desired.
3. **Licensure/Certification:** Nothing required beyond high school diploma or GED equivalent
4. **Other Qualifications:** Subscribes to the purpose, objectives and Mission, Vision and Values Statement as stated in the MTS Personnel Handbook.

**Hours of work:** 10 hours per week. Days worked will be evaluated weekly and decided by employee and Director of Theology and Arts.

**Pay:** $12.00/hour

**Benefits:** Benefits available for full-time employees only.

**Relocation Assistance:** Not provided

*This job description reflects Memphis Theological Seminary’s best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This I not intended to be a contract.*