

# Worship Arts Assistant Job Description

**TITLE:** Worship Arts Assistant  
**DEPARTMENT:** Worship Arts  
**REPORTS TO:** Director of Music & Arts  
**HOURS:** 28 hrs./week

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## Responsibilities

Below are the four main areas of focus for the Worship Arts Assistant. Under each focus area, you'll find a breakdown of the associated tasks and responsibilities.

### Scheduling & Communication

- Maintain the Director of Music & Arts (DMA) calendar, including scheduling meetings, appointments, and travel arrangements.
- Maintain the DMA's email inbox, sorting correspondence into *Read & Review* and *Respond To* folders. This includes drafting and sending responses to select correspondence.
- Serve as a liaison between the DMA and the public. This includes receiving and screening phone calls and visitors, answering a variety of questions with tact and diplomacy, taking messages, and directing calls appropriately for resolution.
- Draft, review and send communications on behalf of the DMA.

### Budgeting & Finance

- Prepare, reconcile, and submit expense reports.
- Manage FBMWorship operating budget and prep for weekly review with DMA.

### Live Event & Content Production

- Assist with producing "The Weekly" update video. Tasks include: organizing and outlining each shoot, creating content to be used on screen during the broadcast, consulting with the DMA on the most important information to include each episode, adding post-production information to YouTube and Facebook, and drafting and distributing the communication email.
- Assist with producing Word for the Day video podcasts.
- Assist with producing PointTaken video podcasts.
- Submit 301 requests for events and promotions.
- Create and distribute playlists for Sunday services—YouTube, Apple Music, Spotify, Amazon Music.

- Prepare orchestrations for Sunday services. This includes purchasing, filing, printing, and moving digital files into PCO.
- Prepare choral music for adult and children's choirs.
- Program lyrics in ProPresenter 7. Current services include Student Midweek, Student Sunday, and Sunday Worship.
- Restock coffee and water in production spaces.

### Organization, Storage, & Filing

- Create, organize, and/or maintain inventory management systems for Christmas decor, technical equipment, musical equipment, and musical scores.
- Research copyright inquiries, and report content usage to music and video licensing services. These include Christian Copyright Solutions (CCS), Christian Video Licensing International (CVLI), and Christian Copyright Licensing International (CCLI).
- Organize and maintain Planning Center Online (PCO).
- Organize Worship Team scheduling six times per year.