



Performing Arts Department Technical/Administrative Assistant

FLSA Classification: Non-Exempt

Responsible To: Performing Arts Department Chair

Last Modified: May 2024

Position Summary:

The Performing Arts Department is seeking a part-time Technical and Administrative Assistant to support the Performing Arts Department Chair. This individual is comfortable providing service and support to a variety of constituencies (including parents, students, faculty, and staff) and will support the mission and goals of The Haverford School. This hourly position is up to 20 hours per week and is a 10-month position.

Essential Duties and Responsibilities

- Assist in the building and installation of scenic, lighting and sound equipment for school productions and performances in Centennial Hall. (generally, three mainstage productions a year).
- Assist the Performing Arts Department in other performance preparation as needed.
- Assist in technical set-up & supervision of events and functions (school-related & rentals).
- Coordinate administrative tasks for the Performing Arts Department:
 - Manage monthly payroll for part-time ensemble directors
 - Process check requests for department purchases
 - Schedule piano tunings for department and conservatory pianos
 - Format, edit, and print production programs
 - Reserve campus spaces for concerts, rehearsals, and events
 - Maintain and update the web calendar for Performing Arts
- Possesses an understanding of diversity, equity, and inclusion and the implementation of those principles at independent schools.
- Other duties, as assigned.

Minimum Acceptable Qualifications

- Bachelor's degree is preferred, but candidates pursuing their bachelor's degree will also be considered. Experience can substitute for a degree.
- Basic technical theater knowledge. (Lighting, sound, and/or carpentry)
- Driver's License.
- Excellent communication skills, including writing, proofreading skills, and speaking
- Sense of humor, enthusiasm, and happiness, high ethical professional standards, and a multicultural perspective.
- Ability to manage multiple projects and work assignments
- Be detail-oriented and a good planner
- Demonstrates cultural awareness, including knowledge of themselves and the cultural lenses they bring to interactions
- Ability to prioritize and accomplish projects with little supervision
- Strong customer service ethic and high expectations for quality by phone or in person.
- Ability to use basic office equipment
- Proficient using the latest versions of Microsoft Word, Excel, Google Docs and Spreadsheets, email and web searches

Physical Requirements and Work Environment

- Ability to sit, talk, hear, and visually intercept visitors
- Ability to lift to 50 pounds
- Work in a traditional climate-controlled office environment

Contact Information

Darren Hengst
Performing Arts Department Chair
The Haverford School
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Haverford, PA 19041

Communication via e-mail is preferred. Send letter and resume to dhengst@haverford.org

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