



ARCHBISHOP RIORDAN HIGH SCHOOL

175 FRIDA KAHLO WAY, SAN FRANCISCO, CA 94112

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About Archbishop Riordan High School

Archbishop Riordan High School is an urban Catholic high school, owned by the Roman Catholic Archdiocese of San Francisco and conducted by the Society of Mary, the Marianists, who are assisted by lay men and women. ARHS prepares young men and women of San Francisco, the surrounding communities and various countries from around the world for leadership through its inclusive college preparatory curriculum. ARHS fosters development in faith, character, academics, the arts and athletics, in a diverse and inclusive family environment.

Position: Visual and Performing Arts Administrative Assistant

Responsibilities:

Administrative Support:

- Answer phone, make calls and email with parents, public, and other agencies; assist with general inquiries and route communication to appropriate people
- Maintain department and student records, files, and correspondence
- Prepare and distribute schedules, newsletters, and announcements
- Assist with budget tracking, purchasing supplies, and processing invoices
- Manage student rosters, attendance records, and permission forms
- Maintain and manage calendars for the Visual and Performing Arts programs (band, theatre and rental opportunities); liaise with administrators for accuracy
- Prepare and track APRs, check requests, invoices, etc.

Event & Performance Coordination:

- Assist in organizing concerts, competitions, field trips and itineraries
- Coordinate transportation, accommodations, and meals for trips
- Communicate event details with parents, students, and faculty
- Help events involving VPA, including the Fall Play and Spring Musical, CMEA large ensemble festival, Jass Art Coffee House, Holiday Gift Market, Choral Festival, etc. Manage sign ups for such events
- Act as House Manager for Fall play and Spring Musical
 - With the help of the Parent Guild, solicits parent volunteers for ticketing and concessions
 - On-site point person for parent volunteers; provide instruction for ticketing software and payment collection
 - Ensures Lancers complete their job responsibilities before dismissal
 - Responsible for the security and supervision of the theatre lobby at all times
- Assist with making international and domestic tour arrangements
- Uniform tracking, maintenance and cleaning
- Travel with the band, as needed

Communication & Outreach:

- Serve as a liaison between music directors, students, parents, and administration

- Maintain and update the music department's website and social media pages
- Answer phone calls, emails, and inquiries regarding department activities
- Create promotional material for VPA events
- Engage in campus culture, including staff meetings, to promote the VPA Department

Classroom & Rehearsal Support:

- Assist with instrument inventory (including loan agreements), sheet music organization, and equipment maintenance (schedule repairs)
- Help set up and break down rehearsal and performance spaces
- Support directors with student records, lesson schedules, and logistical planning
- Track and maintain contact with independent study students

- Other duties as assigned, in all categories

Qualifications:

- High School Diploma
- Strong Adobe and Microsoft skills
- Ability to work effectively with students, staff, parents, administrators and community members
- Must have a positive attitude and strive for excellence; reassuring students' self-worth through positive reinforcement and encouragement, giving students a sense of pride and accomplishment; creating an environment plus adding value to the students' musical and performing experience
- Experience working with high school or middle school students
- Background in marching band, concert band and jazz performance is a plus
- Ability to work under noisy conditions
- Understanding of the mission and values of Archbishop Riordan High School and the Archdiocese of San Francisco

Compensation/FLSA

Non-exempt, \$25.00 hourly

This is a 10-month position, and expected hours are between 30-37.5 weekly.

To apply, please email your cover letter and resume to:

Greg Callaghan, Visual and Performing Arts Department Chair, gcallaghan@riordanhs.org

The Archdiocese of San Francisco adheres to the following policy: "All employees of the Archdiocese of San Francisco and Department of Catholic Schools shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories." (Administrative Handbook #4111.4)