



## Worship Arts Assistant Job Overview

*Qualifications for employment at Watermark include having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of Watermark, and having a work history and a lifestyle that are consistent with biblical principles. Must be an existing Member of Watermark or willing to become one.*

**Job Title:** Worship Arts Assistant

**Department:** Worship Team

**FLSA Status:** Non-Exempt

**Reports to:** Worship Director

**Position Summary:** Responsible for assisting in all aspects of the Worship Team, including managing and optimizing the daily, weekly, and monthly schedule and calendar of the Worship Director, Worship volunteers, as well as tracking worship team audition submissions. Responsibilities include, general office administration, distributing weekly meeting agendas, expense reports, and weekend service planning.

### **Spiritual Gifts:**

- Administration/Project Management
- Hospitality
- Service

### **Essential Skills & Experience:**

- Three to five years of experience in administration is preferred
- Seasoned experience in project management, event planning, and managing and maintaining multiple calendars and schedules is preferred
- Excellent organizational skills
- Track record with diligence in following through on tasks and projects
- High verbal and written communication skills
- Enjoys serving, hosting, and engaging with others
- Excels at prioritizing well and anticipating future needs

### **Position Responsibilities:**

- Payment of Contract Band Players
- Report copyright info to CCLI as required (reporting done every 2.5 years)
- Maintain Green Room
- Manage volunteers
- Manage/update Worship calendar
- Function as worship team liaison to other ministry teams
- Coordinate, track, and compile all worship volunteer audition submissions
- Schedule, coordinate, and serve plan alongside the Worship Director

### **Markers of an Ideal Candidate:**

- Strategic thinker
- High capacity
- Flexible and adaptable
- Open to direct feedback
- High attention to detail
- Warm, hospitable, and joyful in demeanor
- Works well with autonomy
- A self-starter