



**WELLESLEY PUBLIC SCHOOLS**  
**Wellesley, MA**  
**Job Description**

**Title: Secretary to Director Performing Arts**

**Job Summary:** Under the supervision of the Director of Performing Arts, this position is responsible for the effective and efficient operation of the office of the Performing Arts Department (Chorus, Band, Music, Orchestra, Dance and Drama). The Secretary to the Director of Performing Arts provides support to the Director and the departmental staff on a daily basis, manages the Director's calendar, assists with scheduling of meetings, performances, maintains online department performance calendars, maintains all financial and personnel records for the department. The Secretary to the Director of Performing Arts exercises considerable independent judgment and skill to implement departmental policies and procedures. The secretary acts as a liaison between school staff, students, parents and the public, using exceptional communication and organizational skills. The secretary is responsible for maintaining and balancing the Department's budget.

**Performance Responsibilities:**

Overview

- Organize and manage the routine work activities in the Performing Arts Office.
- Ensure the effective and efficient operation of the Performing Arts Office by researching and providing information when appropriate and/or by bringing pertinent issues to the attention of the Director.

Budget

- Support the Director in maintaining fiscal responsibility.
- Maintain all budget records for the department, examine all account activities for accuracy and completeness, perform account reconciliation, and report status on a regular basis to the Director.
- Prepare purchase orders. Verify orders and resolve problems with backorders, items not received, etc. Ensure that orders are delivered to the correct site.
- Schedule rooms & maintain room scheduling, including resolving issues and conflicts.
- Process and deposit various forms of payment, such as checks, cash, and tracking of payments on Webtrac/Rectrac.
- Maintain open communications with the Director on financial budgetary matters.
- Process biweekly time sheets; prepare various payroll and personnel reports as needed.
- Provide clear, accurate, and timely financial reporting on production and fee revenues and expenses.

### Human Resource Support

- Assist with assembling interview teams, preparing interview documents, and scheduling interviews.
- Work with the Human Resources office in processing new hires, as needed.

### Clerical Responsibilities

- Receive, sort, and distribute mail, correspondence, and other documents to the Director and Performing Arts Department staff members.
- Maintain files in an orderly manner and provide accessibility to the Director and the Business Office, when necessary.
- Collect forms, paperwork, fees, and track submissions for registering auditions, festivals, and participation in district, state, and other competitive events.
- Assist the Director in compiling information and data for various reports.
- Type and duplicate correspondence, documents, spreadsheets, and materials as required.
- Assist with various aspects of performance, concert, and production in support; Type programs and duplicate them or arrange for them to be duplicated; assist in the production of materials for the department's performances, including promotional materials, fliers, posters, tickets, and programs.

### Calendars & Scheduling

- Maintain Performing Arts Department and Director calendars.
- Ensure that all calendars containing Performing Arts Department information are accurate and current.
- Assist with scheduling meetings, performances, and appointments.
- Schedule the Middle School Auditorium for events and performances during the school day in collaboration with the building secretary.

### Communications

- Respond quickly and courteously to all telephone, email, and face-to-face contacts from communications with students, parents, faculty, community members, town organizations, administrators, and vendors.
- Take messages and deliver messages to the Director in a timely manner.
- Answer questions regarding the department and performances and refer persons to other informational sources.
- Assist with promoting performances.

### Department Support

- Assist with substitute teachers and with the AESOP system.
- Assist teachers with vendor and product ordering information.
- Assist with preparations for department meetings.
- Assist ensemble and theater teachers and the Director in registering for professional associations, conferences, and other professional events.
- Assist with connecting instrument vendors with parents and students needing to acquire an instrument and needing instrument repairs.
- Maintain records for off campus auditions and concerts including registration, participant

information, travel arrangements, chaperones, fees, etc.

- Arrange for staff meetings. Assist in the preparation and distribution of agenda, minutes, and other documents as required.
- Assist with bus requests and schedule transportation for the Performing Arts Department.

#### IVEP

- Assist the Director in providing training for the IVEP Secretary.
- Assist the IVEP secretary, when needed.

#### Other

- Perform other duties as assigned by the Director.

#### **Qualifications:**

- High School diploma or equivalent. Associates Degree or higher is preferred.
- Prefer a minimum of three years or more office experience, preferably in a public school
- Possess a thorough knowledge of and familiarity with modern office equipment, technology, electronic equipment, and software applications and operations.
- Proficiency in the use of Microsoft Office (Word, Access, Excel, and PowerPoint), Google Suite, and willing to learn new software programs as needed.
- Experience using Powerschool, Schoolspring, AESOP, Novatime and/or Munis - as well as Adobe Creative Suite - is preferred. Ability to quickly learn new platforms adopted by Wellesley Public Schools.
- High level of professionalism and the ability to maintain confidentiality.
- Excellent verbal and written communication skills.
- A high degree of organizational and time management skills. Ability to prioritize, multi-task, and handle diverse tasks.
- Ability to understand written procedures, and understand complex, multi-step written and oral instructions.
- Ability to work independently and as part of a team required.
- Ability to take initiative, exercise sound judgment and make decisions within scope of his/her authority.
- Attend professional development as directed.
- Ability to relate in a positive manner with members of the public, parents, staff and students.
- Support the overall school mission, vision, and policies and procedures.

**Evaluated by:** Director of Performing Arts

**Work Year:** As defined by the Wellesley Educators Association Unit D Collective Bargaining Agreement

**Salary/Benefits:** As defined by the Wellesley Educators Association Unit D Collective Bargaining Agreement

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, and/or hear. The employee is occasionally required to move throughout a building; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands or arms, climb or balance and stoop.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee is required to have the cognitive ability and focus to manage multiple detailed tasks at once with frequent interruptions.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an educational environment. Majority of the work is performed in a moderately noisy environment with frequent interruptions.

**Non-Discrimination Statement:**

Applicants for employment are considered without regard to age, physical, mental or psychiatric disability, genetics, race, religion, sex, sexual orientation, gender identity, marital status, national origin, or military status.

**SC Approval Date: 12/08/20**

**Formatting and minor revisions: 02/11/26**