



**The Academy of Classical Christian Studies**  
*Midtown Campus Culture and Events Coordinator*

Job Description  
June 2017

**Mission:** The Operations Team at The Academy exists to build and sustain community and culture for students, parents, and teachers for the purpose of providing lifelong, established relationships as members of the body of Christ.

*Cultural Presence:*

- Builds unity, protects relationships, and creates/sets tone of The Academy and the Central Campus
- Creates a culture of affirmation and support in all interactions with parents, faculty / staff and students
- Carries a presence of professionalism and kindness in all interactions with parents, faculty / staff and students
- Embodies the mission and vision of The Academy as well as the particular mission of the Operations Team

*Culture and Events Coordinator Event Responsibilities:*

- The CEC works efficiently and effectively leading up to all events
- Creates lists of volunteer needs, communicates these needs prior to an event, recruits volunteers, and ensures all duties are covered by these volunteers the day of the event
- Maintains an attitude of professionalism and enthusiasm when corresponding with the community prior to, during and following all events
- Create programs as needed
- Design / mail invitations as needed
- Provides or coordinates hospitality as needed
- Ensures the website, Academy App, Nuntius, and other forms of communication and social media are detailed, current, accurate for every event to ensure clear understand of each event as received by the parents, faculty / staff, and all involved
- Helps in all set-up and clean-up for events as needed
- Manages all event details for the Midtown Campus in an organized fashion
- Arrives well-prepared, in a timely manner and thoroughly equipped to execute the event
- Works in conjunction with Branding and Communications committee to ensure brand standards are upheld at all events

Location expectations:

- Midtown Campus (Tuesday / Thursday)
- Expected hours 8:15am-3:15pm

Basic tasks (including but not limited to):

- Plans, communicates, and assists in the execution of the following events for the Midtown Campus as well as District Events
  - View Events
  - Parent Conference
  - House Sorting Night
  - Night / Day Retreat
  - Fall Fundraiser /Auction
  - Fall Community Event
  - Lessons and Carols
  - Drama Presentations
  - Griffin Games
  - Christmas Feast
  - Resurrection Feast
  - Rhetoric Dance
  - Capstone
  - Graduation
  - Summer Rhetoric Vienna Trip
  - Summer House Leadership Retreat
  - Academy Awards
  - Misc. Midtown Campus Events
- Thinks creatively individually and with students in establishing events for the Midtown Campus in support of strengthening relational and culture building
- Coordinates with North and South Campus Culture and Events to establish consistent relationship building events for upcoming 9<sup>th</sup> grade students
- Works with Midtown Campus Principal in relation to House events as needed

Miscellaneous Responsibilities:

- Supports Midtown Campus Principal and Culture and Events Manager as needed for various tasks
- Monitors front desk (help students as needed, answers front door and helps field phone calls)
- Assists parents (emailing / community coordinator correspondence)

- Communicates clearly and timely with teachers as needed for events and volunteer roles

*Employee Summer Expectations:*

- Attends Ops Meetings as scheduled by Culture and Events Manager
- Works at campus two days per week

*Employee Basic Requirements:*

Reports to Culture and Events Manager

- 20 hours per week year-round
- Working overtime must be approved in writing in advance by Culture and Events Manager
- Events participation expected as per the rotation given and managed by Culture and Events Manager
- Employee expected to clock-in upon arrival to the school and off campus events (i.e., Lessons and Carols, Griffin Games, etc...), and clock-out upon departure
- During weeks of off-campus events office time will be reduced to accommodate time needed to cover event. Must coordinate exchange of hours in advance with Culture and Events Manager
- Employee expected to clock-out for non-Academy related time from campus