

School for the Arts Location Lead

Location | SFTA Livonia

PT FLSA Classification | Non-Commissioned, Non-Exempt, Part Time

Reports to | Campus Pastor

Influenced by | CFO

Position Summary:

The School for the Arts Lead will manage the day to day operations of the SFTA campus location, including assisting with and hiring of instructors, scheduling instructors and students, communication and billing with parents, reviewing class proposals, periodically attending SFTA events (classes, lessons, camps) and performances at SFTA, and taking photos at SFTA events for use in SFTA advertising. This Lead will also be responsible for coordinating with the campus team to ensure room availability, staffing needs and be a part of the local campus team. The right candidate would have a desire to grow the business adding lessons and classes for children and adults as well as summer camps for children.

What To Expect From Us:

- Clear expectations for your leadership, ministry impact, and work-flow
- A work environment that will challenge and inspire you to be the best follower of Christ you can be (*ex: Jesus first, then spouse, then family, then ministry*)
- A leadership team that trusts you.
- A leadership team committed to being led by God to impact our communities
- Coaching and support for your God-given calling
- A church that encourages and fans your gifts and talents

As a 2|42 Community Church Staff Member:

All Ministry positions at 2|42 work in a team. This requires the ability to navigate crucial conversations and maintain alignment. Relational intelligence will be a key component to ensuring collaboration with the ministry teams.

- PT Attend Campus staff meetings, “Development Day” meetings as hours allow, Campus Staff events as hours allow, and attend quarterly Leadership Community
- Respond to all correspondence (*email, voicemail, Slack, etc.*) within 24 hours either through direct communications or an automated reply letting someone know when they should expect a correspondence back.
- Lean on the systems and resources provided by 2|42 community Church (our databases, leadership pipeline, and any cross-campus interactions).
- That you meet and uphold our [Leadership Expectations](#) and agree to the [2|42 Statements of Beliefs](#), our [Mission and Core Values](#).
- Operate consistently with the [2|42 Campus Model](#).

What We Expect From You:

- Hire and manage all SFTA Livonia instructors, providing resources, updated schedules and assisting them in filling their schedules.
- Coordinate with the SFTA Director on the process of instructor payroll and create all billing forms.
- Plan the yearly SFTA Livonia calendar, session dates and coordinate with SFTA Brighton music recital dates.
- Work with Livonia logistics to schedule rooms for SFTA events (classes, lessons, performances).
- Manage all room scheduling/booking within the SFTA designated music studios.
- Schedule and participate in monthly meetings with SFTA Director.
- Respond to all inquiries regarding SFTA from potential students, teachers and the local community within 24 hours.
- Administer the SFTA schedule and communicate with parents, students and teachers about session dates, billing, and recitals.
- Contribute social media post information and photos for the School for Arts pages.
- Responsible for financial standing of SFTA location, working with Director to manage, analyze and forecast costs and income.
- Manage summer camps as they are established.
- Plan or participate in SFTA bi-annual music and dance recitals twice a year (based on student interest). Recitals held at SFTA Livonia involve running the recital, scheduling all performers, and creating programs
- Manage the maintenance and inventory of SFTA Equipment/Assets

Personal Characteristics

- Commitment to Jesus Christ (personal faith and devotional life).
- A passionate love for the church and a healthy understanding of its history.
- Solid commitment to the authority of Scripture and a well-developed personal theology.
- A warm, encouraging personality that connects well with children.
- Clear personal and professional vision.
- Great recruiter and trainer of others.
- A team player-able both to follow and lead.
- Sets example and serves as a role model in personal life.
- A Christ-honoring lifestyle marked by servanthood, generosity, joy, a love for Bible study and prayer.
- A growing passion to shepherd others in their walk with God and to work effectively with many key leaders is necessary.
- Integrity in finances, relationships and time management are expected.

Character:

The successful candidate will have a deep and growing relationship with God, active involvement in the leadership of a church, and a commitment to maintaining healthy accountable relationships. A Christ-honoring lifestyle marked by, servanthood, generosity, joy, a love for Bible study and prayer. A growing passion to shepherd others in their walk with God

and to work effectively with many key leaders is necessary. Integrity in finances, relationships, and time management are expected.

Competency:

Outside of the expectations listed above, other leadership competencies are required: team building, vision-casting and training leaders for ministry; ability to thrive in a fast-moving environment; excellent working knowledge of the Bible; tactical thinker with proven ability to equip leaders and organize functional structures; transformational leader of leaders; effective communicator to adults of all ages; proven effectiveness in a multi-staff setting; able to connect multi-generationally.

Employee Signature: _____ Date: _____

Reviewed by: _____ Date: _____