

Job Title: Music Administrative Assistant

Position Type: Part-time (25 hours)

Organization: First United Methodist Church Richardson (FUMCR)

Location: Richardson, Texas

Experience Required: 1-3 years

Education Required: Bachelor's degree

Position Overview

First United Methodist Church Richardson (FUMCR) is seeking an organized, proactive, and intuitive Music Administrative Assistant to serve as the operational backbone of the Music Ministry. This individual will play a vital role in supporting the Music Ministry in effectively sharing our [mission, ministries, and values](#) through music leadership, and meaningful programming. The ideal candidate is a self-starter, musically literate, and strong with technology and task management. This role supports all ensembles within the Music Ministry to ensure programs can be facilitated with excellence.

Key Responsibilities

- Compile and update music ministry calendars and ensure accurate space scheduling
- Compile minutes for Music Team meetings and send followup notes for the team's reference
- Oversee music library organization and coordinate with volunteer choir librarians to effectively order, print, catalog, scan, email, label, and/or upload music to different platforms as needed for music events
- Manage choir rosters, send followup emails to prospective members, and assign folders and robes to choir members
- Create Music Ministry's monthly newsletter and update music webpage as needed
- Support administrative needs during Sunday morning worship and Wednesday evening rehearsals
- Assist in set up for rehearsals, services, and concerts
- In collaboration with ensemble directors take the lead for logistics of music events – set up, tear down, doors, reservations, food (if applicable)
- Manage office supplies and ensure office equipment maintenance
- Support music team with invoice and expense tracking, pay bills/credit card charges, check requests, and deposit payments, and ensure contract musician calls and hourly music staff are logged and paid

Ideal Qualifications

- Must be a committed Christian comfortable working in a United Methodist church environment
- Proficient or a fast learner in digital organization and planning tools – Espace, Planning Center, Microsoft Office, Teams, Excel, AI technologies
- Bachelor's degree in Music
- Excellent organizational, communication, interpersonal, and task management skills
- Musically literate

Application Process

Interested candidates should apply through our website and submit a professional resume and 3 professional references via email to:

Eric Czechowski, Director of Worship and Arts, eric@fumcr.com