

**Lutheran High School is seeking a Performing Arts Administrative Assistant
for the 2024-2025 school year**

LUTHERAN HIGH SCHOOL
11249 Newlin Gulch Blvd., Parker, CO 80134
LHSparker.org

POSITION DESCRIPTION: Performing Arts Administrative Assistant

The candidate must be “Scripturally Grounded & Defined” and display:

- ✓ Heart for Jesus Christ: *For I resolved to know nothing while I was with you except Jesus Christ and him crucified.* I Corinthians 2:2
- ✓ Personal Character: *In everything, set them an example by doing what is good. In your teaching show integrity, seriousness, and soundness of speech that cannot be condemned, so that those who oppose you may be ashamed because they have nothing bad to say about us.* Titus 2:7-8
- ✓ Astuteness for Task: *Suppose one of you wants to build a tower. Will he not first sit down and estimate the cost to see if he has enough money to complete it?* Luke 14:28
- ✓ Passion for Excellence Worthy of Christ: *Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.* Colossians 3:23-24

Description and Responsibilities

The Performing Arts Assistant will report to the Director of Performing Arts. The role is primarily remote, with some on-campus work required. Compensation is \$25 an hour with an average of 3-5 hours of work per week, with the potential for more during specific events.

He/she will primarily focus on the following areas:

Event coordination for banquets, concerts, and other performing arts events
Fundraising administration for the music program and theatre patrons program
Materials creation for concerts, shows, social media, and other needs
Trip planning and coordination for music tours and theatre trips
Collaboration with Marketing Director on event promotion
Clerical tasks for the performing arts program

Qualifications, Skills and Abilities:

The Performing Arts Assistant will be expected to have the following personal characteristics:

- A deep appreciation for and an ability to successfully articulate the mission, vision, and brand of Lutheran High School.
- A desire to play a meaningful role in the Lutheran High School community and to share in the community's commitment to excellence in Christian education.
- Honesty, integrity, enthusiasm and perspective; a very strong work ethic, supported by commitment and follow through.

He/she will need to possess the ability to:

- Display clarity, crispness and effectiveness in written presentation
- Implement continuity, branding, and accuracy in performing arts materials.
- Manage tasks independently and take initiative to communicate with Performing Arts Director as needed
- Organize groups of people toward a common goal in event coordination and execution.
- Work with or learn computer programs, specifically Adobe Indesign, Canva, and various social media tools.
- Establish and maintain regular communication with third parties

A successful Performing Arts Assistant will be a person who displays the following traits:

- Organized
- Planner
- Reputation as someone who "gets back to people quickly"
- Loves continuity and perfection in written word
- Has an eye for graphic design
- Completes work by a deadline
- A desire to learn
- Heart for people
- Has healthy lifestyle patterns

LUTHERAN HIGH SCHOOL (Parker, Colorado)

The Colorado Lutheran High School Association, which does business as Lutheran High School, is the consolidation of Denver Lutheran (1955) and Lutheran High School Parker (2000).

We exist to serve the community and create transformational ministry opportunities.

Our core values are:

- *“Highly relational culture”*
- *“Rooted in Scripture – boldly proclaiming Jesus Christ as Lord and Savior”*
- *“Talented teachers”*

We aspire to:

- *Be focused on community service and outreach*
- *Have excellent an excellent performing arts program*
- *Have dominant athletic programs*
- *Partner with other ministries*
- *Have successful development and fundraising practices*

A comprehensive list of the things that Lutheran High School does as an organization can be condensed into three main areas of pursuit: growing the school, maximizing giving, recruiting and developing talented workers.

Enrollment:

12-13: 290	13-14: 330	14-15: 360	15-16: 393	16-17: 475	17-18: 544
18-19: 595	19-20: 690	20-21: 735	21-22: 815	22-23: 925	23-24: 990

Student body: 12% Lutheran, 10% unchurched

Total Annual Budget: 7.5 million for school operating, \$400,000 for athletics

Budget Revenue: 82% Tuition/Fees/Outside Scholarships, 13% Development, 2% Association churches, 3% Other

Administrative Structure: The six “direct reports” to the Executive Director constitute the “Admin Team.”

Colorado Lutheran High School Board of Directors					
Executive Director					
Principal	Dean of Academics	Director of Admissions	Marketing Director	Donor Advisor	Athletic Director

Governance structure: The Colorado Lutheran High School Association has 12 Association congregations with one pastoral delegate and two lay delegates each whose responsibilities include electing the board executive committee, ratifying board members, and meeting twice a year. The Colorado Lutheran High School Board of Directors operates on a strict policy based governance system (Carver Method) relying solely on its relationship through policy with its Executive Director to govern.

Demographics/Area: Lutheran High School is growing largely due to the considerable housing growth within a five mile radius of its campus. It is estimated that 9,000 homes will be built in the next five years just west of the campus. Enrollment projections are actually held back by the fact that:

1. Two aggressive Christian high schools with outstanding reputations and facilities are within 20 minutes of campus.
2. Charter school options.
3. Very few Lutherans in the Metro Area.
4. Consumer mindset around education in Colorado.

Uniqueness: Lutheran High School in Parker is the only Lutheran High School in the country that has shown significant growth with a Lutheran percentage under 25%, charter school competition, and private school competition. How?

- Great growth location.
- Human resources and programs designed around recruitment – any member of the administrative team when asked “What are you working on?” would answer with “growing the school.”
- Development of brand and niche to counter and embrace the competitive options in the area.
- Enormous focus on being “highly relational” with parents and prospective parents.
- An athletics program that operates and looks like a college athletics program.