

## **Executive Assistant to the Cantors / Music & B'nei Mitzvah Program Coordinator**

Westchester Reform Temple [WRT] is an established house of worship located in Scarsdale, New York, and serves over 1,000 member households. WRT provides a wide variety of activities through regular worship services, special holiday celebrations and events, life-cycle events, after-school & preschool classes for children, adult education opportunities, and many volunteer-led cohorts and related activities.

WRT seeks an experienced, highly organized, proactive, and people-centered professional for this role. Ideal for someone who will thrive in a dynamic synagogue environment and enjoys managing complex programs and tasks, we are looking for someone who will take pride in supporting clergy, congregants, musicians, and staff with warmth, professionalism, and care.

In this highly visible position, you will be a key partner to the cantorial team, providing executive and administrative support while coordinating logistics support for worship and music programming, and administering the B'nei Mitzvah experience from planning through execution. Using strong project management skills and exceptional attention to detail, you will anticipate needs, manage logistics, and ensure that programs and services run smoothly.

Strong communication, organization, and comfort in a fast-paced environment are essential, along with a basic knowledge of Jewish traditions and synagogue life. (Music and/or prayer background not required). Above all, this role is for someone who takes pride in helping others, supporting meaningful moments in congregants' lives, and contributing to the sacred work of the Westchester Reform Temple community.

### **Key responsibilities for this role include:**

#### **Music Program**

- **Oversee logistics of guest artists, concerts, recording projects & special programs**
  - Manage contracts, invoices and reimbursement requests
  - Book travel and lodging for guests
  - Schedule spaces for rehearsals and performances, coordinate catering, and manage other related details
  - Organize and distribute music folders to musicians
- **Choir**
  - Maintain lists of participants
  - Distribute music for rehearsals
  - Maintain schedule of rehearsals, performances, and accompanists
  - Book accompanists as needed, and manage their invoices
- **Create and maintain a digital Music Library of materials for worship and programming**
- **Work with A/V manager to schedule piano tunings and manage those invoices**

### **B'nei Mitzvah Program**

- Oversee entire B'nei Mitzvah date assignment process
  - Prepare and send date information forms to families
  - Based on information provided, draft B'nei Mitzvah date schedule
  - Prepare and send date assignment letters to families
  - Create and maintain a public online calendar of B'nei Mitzvah dates
  - Interface with B'nei Mitzvah families around date and preparation issues
  - Manage and update B'nei Mitzvah clergy officiation spreadsheet
  - Prepare and send officiation letters
- Manage Tutoring logistics
  - Create and maintain documentation of student Torah and Haftarah portions
  - Prepare all tutoring materials for students, and manage inventory of materials
  - Together with Senior Cantor and Learning Differences coordinator, pair and schedule students with appropriate tutors
  - Collect and submit tutoring invoices to Payroll Manager
- Manage Service logistics
  - Schedule all B'nei Mitzvah-related appointments (D'var Torah, rehearsals, cantor check-ins, family meetings) with clergy and interns
  - Reserve sanctuary for all rehearsals
  - Coordinate photography schedule with families, obtain certificates of insurance from photographers, and reserve sanctuary for photography appointments
  - Prepare gifts and certificates for all B'nei Mitzvah
  - Coordinate Trustees for all B'nei Mitzvah services
  - Ensure that A/V staff share recordings of B'nei Mitzvah (and other life cycle events) with families promptly
- Liaise with Salesforce team around development and testing of B'nei Mitzvah module
- Partner with JLL team as needed in planning 6th grade Shabbaton

### **Coordination of Worship Logistics**

- Create calendar invitations for all worship services and invite appropriate clergy, musicians, and A/V staff
- Musicians
  - Maintain spreadsheet of musician schedules for all services
  - Maintain payroll spreadsheet of musicians and submit invoices to Payroll Manager weekly
  - As requested by cantors, book musicians for services
  - As requested by cantors, send service cue sheets and music to musicians
  - Send regular reminders to musicians of upcoming bookings
  - Manage payroll onboarding for new musicians with Payroll Manager
  - Book additional musicians for B'nei Mitzvah services upon request from families
- Book ASL Interpretation providers upon request, and manage their invoices
- Slides for worship
  - Send weekly service cue sheet to graphic designer for service slides

- Collect song lyrics and texts for slides and send to graphic designer
- Update weekly yearzeit lists with B'nei Mitzvah celebrants and bima honors
- Music Licensing - log all music used for services in J License portal each week
- High Holidays
  - Coordinate scheduling of rehearsals, including space and catering needs
  - Maintain spreadsheet of all High Holidays musician bookings
  - Oversee High Holiday payroll
  - Assist with High Holiday honors assignments as needed
  - Coordinate travel and lodging needs for musicians and clergy interns
  - Manage receipts for travel reimbursements from musicians and clergy interns
  - Assemble texts for slides and send to graphic designer
  - Assemble and send music and cue sheets to musicians

### **General Support**

- Manage all scheduling and appointment requests for Cantors
- Schedule clergy coverage for ECC sanctuary time, holidays and special programs
- Create and maintain spreadsheets of participants in all programs led by Cantors
- Schedule large group meetings and rehearsals
- Schedule regular meetings between Senior Cantor and employees she supervises
- Collect and manage miscellaneous invoices
- Collect and submit travel reimbursement receipts from cantorial intern(s)
- Monitor and update the Music and Cantor's program pages of the website regularly
- Coordinate with A/V staff to upload to the website musical recordings regularly
- Prepare materials for life cycle events (unveilings, baby namings, wedding notes, etc.)

### **The ideal applicant for this position will demonstrate the following qualifications:**

- **10+ years of administrative experience**, including an Executive Assistant role.
- **Strong project management skills**, owning programs from start to finish.
- **Excellent interpersonal and communication skills**, including handling customer dissatisfaction calmly and effectively to prevent issues from escalating.
- **Ability to communicate effectively with musicians, artists, and creative talent.**
- **Highly organized and detail-oriented**, able to anticipate needs and challenges, and take initiative to resolve them.
- **Comfortable in a dynamic environment**, while remaining composed and responsive.
- **Basic knowledge of Jewish traditions, holidays, and synagogue life.**
- **Proficiency in Microsoft Office and Google Workspace.** Knowledge of Constant Contact and Salesforce is a plus.
- **Some knowledge of music and/or musical programming** is a plus
- **Some knowledge of Hebrew** is a plus, but not required



The salary range for this role is \$82,000-\$92,000 depending on credentials, relevant experience, and skills. This is an exempt position, with in-office hours: Mondays 12:00 pm - 5:45 pm; Tuesdays, Wednesdays, Thursdays 8:45 am - 6:00 pm; and Fridays 8:45 am - 4:45 pm (with flexibility based on special events and the needs of the Senior Cantor).

WRT believes that all applicants should be considered fairly for job opportunities. We are most interested in finding the best candidate and recognize that strong candidates may come from a less traditional background. We encourage you to apply if you feel you are poised to excel at leading this important work with us. WRT abides by all applicable federal, state and local laws which prohibit discrimination on the basis of any protected characteristic as established by law.

To apply, email your cover letter and resume to: [Jobs@wrtemple.org](mailto:Jobs@wrtemple.org). Applications will be reviewed on a rolling basis and the search will remain open until a candidate is hired.