

Student Job Description

Department: Music

Location: Taylor Music Center

Supervisor's Name: Kathie Herrington and John Cox

Please indicate hours/shifts available: Days, Nights and Weekends

Rate of Pay: minimum wage

Purpose/Role of the Position(s) within the Department:

Student Chorale/Camerata Assistant

Duties and Responsibilities:

- Prepare rehearsal space prior to practice, photocopy extra parts as needed
- Break down of rehearsal space post practice, turn off lights and lock space
- Serve as choral librarian - catalogue new music and record music in distribution
- Shelf music after each concert
- Shelf and organize choral library as needed
- Participate in chorale/camerata
- Copy CDs of performances
- Produce and distribute concert publicity materials, post events on Facebook
- Assist department secretary with concert program information
- Photocopying
- Additional duties as assigned

Qualifications for the Position:

- Music literacy is preferred, but will train/teach necessary skills and have a sense of organization
- Computer skills
- Good interpersonal skills