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
• Shelve music after each concert
• Shelve 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