

Student Job Description

Department: Music

Location: Taylor Music Center

Supervisor's Name: Kathie Herrington and Dianne McMullen

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

Rate of Pay: minimum wage

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

Student Music Library Assistant

Duties and Responsibilities:

- Sort and file orchestra and choir music
- Track music folders assigned to students and assist with end of term collection of folders
- Label music files and folders
- Maintain organization of existing music library sections
- Produce and distribute concert posters, FB events and publicity
- Assist department secretary with music program information
- Additional duties as assigned

Qualifications for the Position:

- Must be music literate and have a sense of organization
- Ability to work independently with only occasional supervision
- Tasks will be well defined by student supervisor and music faculty