

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 Orchestra Assistant

Duties and Responsibilities:

- Prepare music for Orchestra rehearsal, which involves ensuring there are enough copies for each section (photocopying, organizing folders, etc.)
- Track music to make sure all copies are returned and that all rental scores are returned to the department secretary at the conclusion of each term's final concert
- Set up the stage on Tuesdays for rehearsals
- Take attendance at each rehearsal
- Register Orchestra members at the beginning of each term
- Update Microsoft Word files
- Assist department secretary with concert program information
- Assist with organization of the Orchestra Library as needed
- Additional duties as assigned

Qualifications for the Position:

- Preference to Union College Orchestra members
- Music literacy
- Reliable, punctual and organized