Student Job Description

Department: Music

Location: Taylor Music Center

Supervisor's Name: Kathie Herrington and Music Faculty

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

Rate of Pay: minimum wage

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

Student Technician

Duties and Responsibilities:

• Act as special liaison for Professor Tann for music theory classes, which use *Finale* music notation programs
• Check all computers, keyboards, ear phones and hook-ups in the Music Technology Room (Taylor Music Center, Room 122) to make sure they are working properly. Fix equipment if possible, otherwise report items that need attention.
• Act as liaison between the Music Department and ITS
• Act as Stage Manager and Technical Consultant for Emerson Auditorium and liaison to guest artists, assisting with lighting, sound and security
• Assist in the box office (ticket taker, set up additional seating, etc.)

Qualifications for the Position:

• Must be available on Monday evenings for at least two hours to assist students notating compositions in *Finale* for their class on Tuesdays
• Computer and music literacy, knowledge of *Finale*
• Must be reliable, flexible, efficient and personable.