

Student Job Description

Department: Music Location: Taylor Music Center

Supervisor's Name: Professor Hilary Tann

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 a liaison between the Music Department and ITS

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