

Job Title Music Stage Manager
Office/Department Music
Location (Building) King Chapel/Ringer Recital Studio,
 Armstrong Hall
Supervisor Dr. Martin Hearne
Number of Student Workers Employed 6
Job Wage Rate or Range Minimum Wage
Position Summary Stage manager for all Music Department events.

Principal Duties and Responsibilities Manage sound/light booth for music events. Staging the piano, music stands, chairs, etc. as needed according to nature of event (also for Music Mondays). Making sure the piano/organ is out on stage as needed. Usher for concerts/recitals.

Knowledge Skills and Abilities

- Typing
- Phone Coverage
- Data Entry
- Research Assistant
- Tutoring
- Athletic Training
- Maintenance
- Receptions/Registrations
- Customer Service/Public Relations
- Microsoft Excel
- Microsoft PowerPoint
- Dreamweaver
- Troubleshooting PCs
- Sports Information
- Audiovisual Skills
- Library Circulation Desk
- Photography
- Maintain Inventory
- Heavy Lifting Required

- Filing
- Photocopying
- Cataloging
- Operate Switchboard
- Scheduling
- Telemarketing
- Scheduling
- Supervisory Responsibilities
- Microsoft Word
- Microsoft Access
- Installing Hardware
- Internet Searches
- Graphic Arts
- Sports Statistician
- Shelving Books
- Interlibrary Loan
- Food Preparation
- Cash Register Skills

Additional Job Qualifications

Must be available for evening and weekend work.

Expectations

Working Conditions

Other