

Job Title

Assistant to Jazz Ensemble

Office/Department

Music

Location (Building)

Ringer Recital Studio, Armstrong Hall/King Chapel

Supervisor

Dr. Martin Hearne

Number of Student Workers Employed

2

Job Wage Rate or Range

Minimum Wage

Position Summary

Work with Dr. Hearne and the jazz program.
Assist with all music department events.

Principal Duties and Responsibilities

Set-up/break down jazz rehearsals and concerts. Maintain jazz library, maintain instruments/equipment.
Will also assist with set-ups/break downs, staging, ushering, sound/light booth for other music events.

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