

POSITION DESCRIPTION

TITLE: Operations Coordinator for Music– (Full-time, contingent)

Collective Bargaining – Ineligible – Contingent

Contingent positions are not eligible to participate in collective bargaining.

JOB SUMMARY:

Reporting directly to the Co-Chair of the Music Program (or the Chair of the Performing Arts Department depending on the chair structure at the time), the Operations Coordinator for Music is responsible for assisting in the general day-to-day functioning of the music and musical theater programs and the performance activities of the students, the faculty, River Concert Series and music related activities. This person is also responsible for the coordination of the performance activities of the performing arts musical performances and its guests – on and off campus – as an integral program of the liberal arts mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

General and Administrative:

- Responsible for following the policies and procedures as defined in the Memorandum of Understanding and/or the employee handbook.
- Supervises interns/work study help. General supervision and scheduling of student help. Facilitates relationships with all music students, staff, and faculty as well as other school departments on a daily basis.
- Compiles and processes orders for supplies in service of performances, advertising, and classrooms
- In consultation with the program chair, maintains online tracking of these orders.
- Abides by College regulations for use of Procurement Cards and maintains a Procurement Card for use by self and department members.

DPAC Academic Program Office Associate:

- Performs a variety of ongoing complex and confidential administrative duties.
- Maintains databases and compiles reports.
- Assists and maintains academic building budget (which mainly covers office supplies and Xerox contract for the building).
- Prepares purchase orders, orders supplies and equipment, and maintains office inventory.
- Opens, sorts, and routes mail. May sign in behalf of superior, as delegated, his or her name to correspondence, requisitions, vouchers, and other forms of consequence.
- Assists in booking accommodations and travel for faculty.
- Maintains building course schedule and space usage tracker.
- Provides logistical pre-departure support (and occasional logistical support in Italy) for the Alba Music Festival.

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Operations manager for concerts:

- Collaborates with program members and its guests to bring concert ideas to fruition
- Acts as contact person for guest artists.
- In collaboration with Director of Dodge Performing Arts Center, maintains master calendar of all program spaces for rehearsals and performances.
- Schedules all student recitals.

Concert productions:

- Contacts performers regarding repertoire, scheduling and program information.
- Coordinates letters of agreement and payment schedule for assisting artists in collaboration with program's Academic Fiscal Administrator.
- Oversees music rental.
- Gathers and prepares all information as it relates to publicity.
- Gathers and prepares all information for concert programs.
- Oversees recording of concerts; oversees setup for rehearsals and concerts, when applicable.

Oversees publicity:

- May be asked to forward calendar information and relevant programs, photos, and bios to the office of public and media relations and/or the Director of Dodge Performing Arts Center and work with them regarding publicity for concerts and other academic events.
- Helps to gather and prepare all materials necessary for the campus publications.
- Keeps OPI abreast of changes; works with OPI on radio/television broadcasts, interviews, and other advertising strategies.
- Oversees other publicity activities (on-campus mailings, display case listings, fielding information phone calls, etc.).
- Manages all social media activity and video production for department advertising needs.

Manages inventory:

- Orders and maintains basic supplies.
- Acts as a contact point for music rental and purchasing.
- Oversees parts preparation as necessary.
- Maintains the performance library.
- Supervises the instrument collection.
- Supervises/schedules repairs.
- Works with piano technician to oversee piano maintenance and tuning.
- Manages summer inventory verification.

MINIMUM QUALIFICATIONS:

- Education: Bachelor's degree in music or related experience desired.

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- Experience with program supervision and classical music performance support preferred.
- Good computer, word processing and social media skills, and familiarity with Finale and/or Audacity are required.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.