

# **Carleton College Non-Exempt Position Description**

**Job Title:** PERFORMANCE ACTIVITIES COORDINATOR (MUSIC) - Grade 10

**Reports To (Title):** Director of the Arts and the Chair of the Music Department

**Department:** Music and Office of the Director of the Arts

**Division:** Dean of the College

**Revision Date:** July 2021

## **Position Overview:**

The Performance Activities Coordinator (Music) is a 10-month, full-time, non-exempt position under the supervision of the Director of the Arts and the Chair of the Music Department. The position has primary responsibility for organizing and managing all Music Department events, performances and activities in the Music wing of the Weitz Center as well as a broad range of administrative duties related to the production and presentation of student, faculty, and guest artist performances and events across campus.

## **Essential Job Functions/Responsibilities:**

### ***MUSIC EVENTS MANAGEMENT***

Organize and supervise support of all Music Department events in Applebaum and Kracum Halls (approx. 60 per year).

Oversee and supervise front-of-house and back-stage needs.

Hire, train, and supervise student workers who support concerts and recitals.

Coordinate with PEPS and Weitz staff for event needs.

Advise other users of Weitz spaces about systems and procedures to maintain integrity of the spaces and equipment.

### ***ADMINISTRATIVE SUPPORT***

Maintain calendars of performances and events, and place events on proper websites and the main campus calendar.

Process space reservation requests.

Oversee production and distribution of public relations materials.

Create programs for some performances and events.

Assist Director of the Arts and the Music Department with logistics (travel, housing, contracts) for guest artists, visiting speakers, etc.

Hire, train, and schedule a student-pool of 6-8 Weitz Event Managers.

Arrange receptions, meals and similar departmental events as needed.

**Additional Job Responsibilities: (include position's level of independent judgment, problem solving, analyzing and resolution responsibilities, position's organizational impact and authority to act.**

This position supports and implements programming developed by the Music Department and the Office of the Director of the Arts. Requires the ability to quickly, independently, and efficiently solve problems that arise in the load-in, load-out, rehearsal, and performance of various events, ensuring professional presentation of all events and care for student, faculty and guest artists. Strong attention to detail a must, both in fulfilling contract requirements and maintaining an overall view of the events being managed. Attention to administrative detail is also key to this position, in maintaining calendars,

schedules, websites and the like. The position has no budgetary authority other than properly managing the student work budget.

This position is often in sole charge of organizing and running Music Department events, including hands-on during the event itself.

**Describe Supervision Received and Exercised:**

Reports to the Director of the Arts and Chair of the Music Department.

Oversees a large number of student workers on a weekly basis.

**Education/Experience/Skills (supported by job duties):**

***Required:***

Formal training beyond a high school diploma of 1 to 2 years, 2 years college coursework, or Associate's degree. Some knowledge of the college environment desirable.

Excellent organizational and time management skills.

Able to work independently, initiate and follow-through on work issues and activities is expected.

Effective writing and proof-reading skills, discretion, reliability, and accountability are essential.

***Preferred:***

Experience working with musicians, and first-hand knowledge of concert and performance procedures for Music, Theater, and Dance very desirable.

Knowledge of recording technology, sound reinforcement or lighting for music performance desirable.

Knowledge of (or ability to quickly master) web publishing/maintenance software is a plus.

**Physical demands or Working Environment requirements:**

Evening, weekend, or non-standard hours are sometimes required to perform event management duties.

NOTE: This job description is not intended to be all inclusive. Employee may perform other related duties to meet evolving and ongoing needs of the department and organization.