

Office Assistant for Entrepreneurial Musicianship

No. of Jobs Available:	2
Supervisor:	Laura Reyes, Grants Program Manager
Contact:	em@necmusic.edu

Job Summary:

Be one of the first to learn of auditions, grants & other music opportunities! The Entrepreneurial Musicianship Department seeks an office assistant to complete our team and work during the 2022-2023 academic year.

Job Duties:

- Adding listings to Bridge: Worldwide Music Connection
- Helping students, alumni, and the public with office resources
- Interacting with potential patrons and facilitating gig referrals
- Tracking information about gigs referred through the Music Referral Service

The position is compensated at \$14.75 per hour for approximately 6-8 hours per week. The desired start date is 09/06/2022.

Qualifications:

- Office experience
- Professional demeanor
- Ability to type and enter data quickly and accurately
- Attention to detail
- Excellent communication
- Ability to work 6-8 hours/week during the school year

How to Apply: Email a PDF of your resume and cover letter to em@necmusic.edu