

Entrepreneurial Musicianship – EM Office Assistant

No. of Jobs Available:	2
Supervisor:	Ryan Mewhorter, EM Program Manager
Contact:	rm9671@necmusic.edu

Job Summary & Duties:

- 6-7 hours a week First point of contact for the Music Referral Service.
- Monitor the MRS Inbox for gigs from patrons.
- Address any questions from patrons regarding MRS. (Phone + Email)
- Assist in registering NEC Students for MRS.
- Send out gigs to registered NEC Students and Alumni.
- Keeping Bridge up to date:
 - Providing quality control on all posted opportunities.
 - Providing excellent customer service for Institutional and Individual Bridge Subscribers.
 - Searching through subscriptions to post jobs, competitions, auditions, and grants.
 - Address any questions from NEC Students and Alumni regarding Bridge.
- Opportunities to assist the EM Program Manager with various marketing materials (Instagram, Newsletter, graphics, etc.)
- Work with an upbeat and supportive team of individuals.

The position is compensated at \$15 per hour.

The desired start date is 9/18/2023

Will be the first to know about auditions, competitions, jobs, and other paid opportunities.

Job Duties / Qualifications:

Punctual, self-motivated, works well on a team, organized, strong communication skills.

How to Apply: Email a resume and cover letter to Ryan Mewhorter