

Preparatory School – Proctor for Seating Auditions

No. of Jobs Available:	16
Supervisor:	Cynthia Mathiesen, Large Ensembles Manager
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Job Summary:

Proctors will assist the Large Ensembles Manager and the Preparatory School Staff with the Seating Auditions that will take place for NEC Large Ensembles on the NEC Campus from Sept. 6th-11th.

- **Check-in and Seating:** Proctors assist in the process of checking in students, verifying their identities, and guiding them to their warm-up rooms and audition rooms.
- **Scheduling:** Proctors will be responsible for keeping track of the audition schedule for their ensemble.
- **Instructions:** Proctors provide clear instructions to students about the audition rules, time limits, and any other specific procedures they need to follow during the audition process.
- **Monitoring:** Proctors actively monitor the audition environment to ensure that any unauthorized behavior does not occur.
- **Timekeeping:** Proctors keep track of the time and notify students when their audition time is approaching. Proctors will also work with conductors to ensure that the audition schedule is running efficiently.
- **Assistance:** Proctors may assist students with audition questions, such as clarifying instructions or addressing technical issues related to the audition process. Proctors may also be responsible for assisting the conductors with whatever needs they have for the audition.
- **Reporting Issues:** If a student/parent violates the rules or engages in suspicious behavior, proctors report these incidents to the Large Ensembles Manager according to established guidelines.
- **Emergency Situations:** In case of emergencies, such as medical incidents or fire alarms, proctors are responsible for following predefined protocols to ensure the safety of all individuals involved.
- **Room Management:** Proctors organize the seating arrangement to ensure adequate spacing between students/faculty.
- **Professional Conduct:** Proctors should conduct themselves professionally and maintain a neutral and respectful demeanor throughout the audition process. They should avoid any behavior that could be perceived as favoritism or bias.
- **Overall,** the primary goal of a proctor is to ensure a fair and secure audition environment where all students have an equal opportunity to give their best performance for their seating audition for the Large Ensembles.

Job Duties / Qualifications:

- Must be detail-oriented, responsible, and have good attendance.
- Ability to work independently as well as a contributing member of a team.
- Physical ability to set up and move equipment required.
- Familiarity with Google Workspace (Drive, Docs, Sheets, Gmail).
- Professionalism and ease around working with elementary/middle/high school students and families.
- Demonstrated ability to work with confidential information and diverse populations.
- Demonstrated creativity, positive energy and initiative.
- Must be able to remain calm within bustling environments.
- Must be flexible in availability Sept. 7th and 8th from 3pm-8:30pm as well as Sept. 9th and 10th from 8am-8pm.

The position is compensated at \$15 per hour.

The position date is 09/6/2023 – 9/11/2023.

All students must complete payroll paperwork (W4, I9, etc.) in the Human Resources Office before beginning work for any NEC department. A CORI form must also be completed and returned to the Human Resources department.

How to Apply:

Please send a resume and cover letter to cynthia.mathiesen@necmusic.edu