Programming and Operations Associate for Preparatory School

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<tr>
<th>No. of Jobs Available:</th>
<th>2</th>
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<tbody>
<tr>
<td>Supervisor:</td>
<td>Zach Roberson, Associate Director of Operations</td>
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<tr>
<td>Contact:</td>
<td><a href="mailto:zach.roberson@necmusic.edu">zach.roberson@necmusic.edu</a></td>
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Job Summary:
The New England Conservatory Preparatory School (NEC Prep) seeks 2 hard-working, detail oriented, musically passionate, and reliable individuals to support our end of the year programming and operations. The Programming and Operations Associates will report directly to the associate director of operations and work closely with the NEC Prep Director to ensure that classes, workshops, recitals, festivals, concerts, and other programming are properly planned and coordinated prior to their occurrence and supported on the day they happen.

Job Duties:

Department Workshops and Recitals
- Communicate between NEC Prep Staff and Faculty to support the creation of the weekly bulletin for workshops and recitals.
- Support in creation of printed and posted bulletins for faculty and students.
- Support in creation of programs for weekly department recitals.
- Support on the day of the workshops and recitals with room setup, faculty and accompanist support, and other duties as assigned.
- Support the collection and processing of weekly comment sheets.

Saturday Programming
- Building signage and tables setup
- Room setup and preparation prior to programs and events starting.
- Equipment movement and setup prior to programs and events starting.
- Printing of music and other materials as assigned.
- Support triage process for ongoing faculty needs throughout the day.
- Other smaller operational duties as assigned.

Concerts, Performances, Visiting Artists, Festivals and Other Events
- Communicate between Prep office and faculty to support coordination and planning for events.
- Assist in building website event pages for all performances.
- Assist in creating concert programs for all performances.
- Assist in setup, teardown, faculty support, and other duties as assigned on the day of events.

The position is compensated at $25 per hour.
The desired start date is 04/07/2023.

**Hours Per Week:**
- Fridays (on campus) 5-8PM
- Saturday (on campus) 8AM-4PM
- During the week (in office / remote): 9 hours
- Additional / changing of hours as needed and at discretion of NEC Prep in collaboration with the associate director for a total of 20-25 hours per week.

**Working Conditions:**
- On Campus / Remote (Hybrid) at the discretion of their supervisor and the director of NEC Prep.

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

**Qualifications:**
Candidates should bring many of the following skill sets and experiences:

- Prior experience in concert / performance operations.
- Prior experience in a similar program preferred.
- Strong attention to detail.
- Strong time management / personal project management skills.
- Strong professional communication skills.
- Knowledge of google drive suite’s collaborative workspace.
- Some knowledge of Monday.com project management system preferred.
- High School Diploma or equivalent required.
- Bachelor’s Degree Preferred (in progress students at GPA 3.0 and above considered).

**How to Apply:** Please fill out this [link](#) to apply to the position.