

## Student Manager for Preparatory School

No. of Jobs Available:	5
Supervisor:	Luis Herrera, Large Ensemble Manager
Contact:	lh8176@necmusic.edu

### Job Summary:

Assist the Large Ensemble Manager and NEC Prep School administration in maintaining operations of the 12 orchestras and wind ensembles in NEC Prep. Student Managers will work with 2-3 ensembles and will act as a liaison between the NEC administration, music director, students and parents.

### Job Duties:

- Be present at all rehearsals/concerts to assist ensemble director and students, in conjunction with the Large Ensemble Manager
- Maintain meticulous attendance records for the orchestra; follow up on absences with Large Ensemble Manager and students/parents
- Maintain orchestra and wind ensemble email accounts and respond to all correspondence in the best practices of good customer service
- Maintain music library; scan and prepare parts and scores as needed
- Maintain records of percussion/auxiliary instruments needed for each concert cycle
- Assist in the preparation and printing of stage charts, programs, and weekly ensemble rosters
- Assist with setup for ensemble rehearsals and concerts
- Assist with office coverage for the Prep School regarding emails, phone calls
- Other duties as assigned

All students must complete payroll paperwork (W-4, I-9, etc.) in the Financial Aid Office AND submit a CORI form through the Human Resources office before beginning work for any Prep department.

These positions require Friday or Saturday rehearsal availability, as well as attendance at all ensemble performances which may fall on other days of the week. Hours for these positions vary by ensembles from 3 to 10 hours per week.

The position is compensated at \$14.25 per hour.

The desired start date is 09/01/2022.

**Qualifications:**

- Must be detail-oriented and responsible
- Ability to work independently as well as a member of a team
- Physical ability to setup and move equipment required
- Familiarity with Google Workspace (Drive, Docs, Sheets, Gmail)
- Interested in the education and development of young musicians
- Comfortable around elementary/middle/high school students and parents
- Demonstrated creativity, positive energy and initiative
- Demonstrated ability to work with confidential information and diverse populations
- Must be able to stay calm in high-pressure situations

**How to Apply:** Please send a resume and cover letter to Luis Herrera, Large Ensemble Manager at lh8176@necmusic.edu.