Student Manager for Preparatory School

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<th>No. of Jobs Available:</th>
<th>1</th>
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<tbody>
<tr>
<td>Supervisor:</td>
<td>Cynthia Mathiesen, Large Ensemble Manager</td>
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<td>Contact:</td>
<td><a href="mailto:cm5969@necmusic.edu">cm5969@necmusic.edu</a></td>
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**Job Summary & Duties:**
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.

- 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

The position is compensated at $15 per hour.

The desired start date is 03/04/2023.

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

**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 families
- 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 zach.roberson@necmusic.edu.