

Preparatory School – Student Manager

No. of Jobs Available:	1
Supervisor:	Cynthia Mathiesen, Large Ensembles Manager
Contact:	cynthia.mathiesen@necmusic.edu

Job Summary & Duties:

Assist the Large Ensemble Manager and NEC Prep School administration in maintaining operations of the large ensembles in the NEC Preparatory School. Student Managers will work with an ensemble and will act as a liaison between the NEC administration, the 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 ensemble email accounts and respond to all correspondence in the best practices of good customer service.
- Maintain music library and ensemble bin; scan, print 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 diagrams, programs, and weekly ensemble rosters.
- Assist with setup for all 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 (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.

Qualifications:

- Must be detail-oriented, responsible, and have good attendance.
- Ability to work independently as well as a member of a team.
- Physical ability to set up and move equipment required.
- Familiarity with Google Workspace (Drive, Docs, Sheets, Gmail).
- Interested in the education and development of young musicians.
- Able to act as a role model for students and to show ease in demonstrating musical passages on primary instrument.
- Professionalism and ease around working with 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 remain calm within bustling environments.

The position is compensated at \$15 per hour.

The desired start date is 09/12/2023.

How to Apply:

Please fill out this [google form](#) where you will upload your resume and cover letter.