



Position Title: NEC Prep Large Ensembles Office Assistants

Department: Expanded Education

No. of Positions Available: 3

Compensation: \$15/hr

Hours: Saturdays, 8am-12pm or 12-4pm during the academic year
Weekdays, 1 office hour per week (Tuesday to Friday), must be in-person
2 concerts per academic year

Dates: Sept. 6, 2025-May 23, 2026

Location: New England Conservatory (in person)

Supervisor(s): Peter Xu, *Program Manager – Large Ensembles*

Contact: peter.xu@necmusic.edu

Job Summary & Duties:

At the direction of the Program Manager – Large Ensembles, the Prep Large Ensembles Office Assistants assist with various aspects of the day-to-day operations of the NEC Prep Large Ensembles. Throughout the academic year, the Office Assistants perform office support tasks, such as, answering phones, responding to parents and students with large-ensemble related questions, filing, making copies of music, bulk scanning, data entry, shredding, run errands, and assist with any related duties as assigned. The position will also provide administrative support in departmental activities such as seating auditions, attendance, and subbing for the other student workers at Expanded Education.

Qualifications:

- Current student enrolled at the New England Conservatory.
- Independently prioritize work.
- Strong organizational and communication skills, with the ability to meet the needs of a fast-

paced education and performing arts community.

- Knowledge of orchestral/chamber music repertoire.
- Excellent attention to details.
- Interest in education, youth development, or higher education.
- Committed to continuous improvement and growth.
- Ability to be flexible based on weekly team coverage needs.
- Candidates who can start during the first week of September are strongly preferred.

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.

Apply via the ADP job posting