

Manhattan School of Music

Scheduling Office

The Scheduling Office

Room 110A

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Find more useful information about scheduling on the MSM student website:

www.msmstudents.com



Find out how the Scheduling Office helps you!

How do I schedule a practice room?

Students must come to the Scheduling Office between 8:30am and 3:30pm to reserve a room.. Reservable practice hours are from 9:00am to 11:30pm. You may only reserve for the current and following day. Any practice time on weekends must be scheduled on the business day prior to that weekend. Pianists are allowed three hours of scheduled practice time each day while all other instrumentalists and vocalists are allowed two hours each day. For more information, please consult the Main Building Practice Policy, available at our office.

Can I reserve time for my chamber music group or jazz combo?

Yes! Each chamber music group is allowed two hours of scheduled practice time per week. You can choose to schedule a single-occurrence practice time up to a week in advance or schedule a room for a set time each week for the entire semester. Jazz combo practice times may be scheduled up to a week in advance as well. Jazz students also have the option of using the Jazz Jam Session Rooms that are set aside for them each weeknight. Students must sign out those rooms directly from the Jazz Office.

How do I schedule a recital?

Applications are available in the Scheduling Office. You must submit your application no later than three months before any desired date. Confirmation of your given date must be completed no less than two months prior to the date by completing all confirmation packet materials, also available at the Scheduling Office. Further information regarding recitals can be found at our office or on the student website, www.msmstudents.com.

How do I schedule a dress rehearsal for my recital?

Dress rehearsal requests must be received no later than two months before your recital date. Due to limited space, dress rehearsals are not guaranteed for all recitals. All confirmation packet forms must be turned in to the Scheduling Office before applying for a dress rehearsal.

Can my recital be recorded?

Yes! Once your recital is scheduled you may request to have it recorded. You must bring your Recital Confirmation Sheet to Room 234 at least two months prior to your recital to schedule the recording. Late fees will be assessed for late scheduling.

Would you like to become an usher?

Do you enjoy providing extraordinary customer service?

Are you comfortable performing necessary tasks to promote public safety?

Do you want to make money and earn concert attendance?

If you answered yes to these questions you should sign up to be an usher! Work-study aid is not necessary. Starting pay is \$9.00/hr. Advancement is possible with proven reliability and hard work. Stop by the Scheduling Office in room 110A to sign up!

