Manhattan School of Music Position Description

Title: Coordinator (part-time)
Department: Center for Music Entrepreneurship
Reports to: Director and Deputy Director, Center for Music Entrepreneurship

Internal Contacts:
Offices of the Provost, Alumni, Admissions, Community Partnerships, Performance and Composition departments

External Contacts:
Alumni, Music Referral clients, Outside Recruiters

Date Listed: Tuesday May 17, 2016
Application Due: June 15, 2016
Start Date: July 18, 2016

Domains
Position will provide daily consistent support and front-line coordination for busy entrepreneurship training / career development office serving MSM students, alumni, and the public. Work closely with CME Director, Deputy Director, and the CME Graduate Fellows in a team environment.

Specific responsibilities
• Manage the day to day flow of the Center, including
general office management (phones, walk-ins, email),
coordination of intake of musician (performer) referral requests and matching
student and alumni musicians with these opportunities,
oversight of teacher referral requests and forthcoming online referral database,
sharing of employment and entrepreneurial opportunities, as well as digital and
print resources with the campus community,
as needed, problem solving with CME colleagues.
• Assist with content management and graphic design collaboration for CME’s
webpages (http://www msmnyc.edu/cme and www msmstudents.com/cme),
social media (currently Facebook and Twitter),
posters and digital marketing for Setting the Stage (professional development)
events,
monthly opportunities highlights,
other CME-produced handouts, videos, etc.
• Assist in advising students and alumni on promotional materials, including bios,
résumés, and web presence.
• Assist in mentoring graduate fellows and overseeing their responsibilities.
• As needed, provide event support for Setting the Stage workshops.
• Special projects as assigned.
Job Requirements
Work on a part-time basis, 20 hours per week, generally M-F: 12-4 or 11-3
Successful candidates will have:
- 1 year part to full-time administrative experience
- Excellent interpersonal, organizational, communication, liaison, editing, and computer skills
- Ability to prioritize projects and meet multiple deadlines
- Background in classical and/or jazz music
- Responsible, great attention to detail, good design skills
- Entrepreneurial spirit

Preferred/Desirable
- Master's degree and professional freelance experience as a musician
- Familiarity with HTML, InDesign, social media marketing, photo and/or video editing
- Proficient on both Mac and PC
- Additional language skills

Equal employment and equal educational opportunity have been and will continue to be fundamental principles at Manhattan School of Music, where employment and enrollment are based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, sexual orientation, age, national origin, marital status, citizenship, disability, or any other characteristic protected by law.

Contact Information:
Send letter of application and résumé including three references to:
- Angela Myles Beeching
- Center for Music Entrepreneurship
- abeeching@ msmnyc.edu

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