Manhattan School of Music Position Description

Title: Performance Operations Associate (Part Time)
Department: Performance Operations
Reports to: Associate Dean for Orchestra & Performance Operations; Orchestra Manager
Internal Contacts: Faculty, Staff, Students
External Contacts: Guest Artists
Application Due: July 27, 2016
Start Date: When filled

Job Responsibilities:
- Support the Department’s main mission to provide a safe and professional learning environment to all members of the MSM community, including Students, Faculty and Staff while supporting the goals of the School and assisting in the day-to-day operations of Performance Operations and Orchestral Performance
- Assist the Associate Dean for Orchestra & Performance Operations and Orchestra Manager with the following tasks and responsibilities:
  - Scheduling, making programs and monitoring Orchestral Performance Master Classes
  - Scheduling, securing adjudicators and monitoring Orchestral Performance Mock Auditions
  - Monitor overlapping orchestra rehearsals, concerts and orchestra placement auditions
  - Assist in organizing off-site concerts/rehearsals and logistics

Job Details:
- Part Time Performance Operations Associate work hours are based on Department requirements and are scheduled as needed. The schedule may include evenings, weekends, and daytime hours, with an average of approximately 12-15 hours per week. This position is seasonal.

Job Requirements:
- Administrative experience desired
- Microsoft excel, word, OPAS, EMS experience a plus

Contact Information:
Send letter of application and resume including three references to:
Nolan Robertson
Associate Dean for Orchestra and Performance Operations
Manhattan School of Music
120 Claremont Avenue, New York, NY 10027
Or to: nrobertson@msmnyc.edu
No phone calls please
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