Manhattan School of Music Position Description

Title: Manager of Scheduling
Department: Scheduling
Reports To: Vice Provost and Dean of Artistic Affairs
Supervises: Full-Time Scheduling Associate; Part-Time Student Workers
Internal Contacts: Students, Faculty, and Staff
External Contacts: Third Party Renters
Incumbent: Mike Perdue

Domains:
- Oversee student, faculty and staff requests for practice rooms, classrooms, conference rooms, rehearsal spaces and performance venues.
- Serve as administrator of Event Management Systems (EMS), MSM’s scheduling software.
- Collaborate with the Production and Facilities Departments to fulfill equipment/setup requests for rehearsals and classes.
- Process and oversee execution of third-party rental agreements.
- Manage office staff consisting of full-time and student workers.

Job Requirements:
- A Bachelor's Degree in a performing arts related field, or relevant work experience.
- A friendly and professional demeanor.
- Strong written and verbal skills.
- Strong customer service skills.
- Proficiency utilizing Microsoft Office – especially Word, Excel and Outlook.
- Experience administering and developing event/room scheduling software.

Contact Information:
Send letter of application and résumé including three references and salary expectations to:
  Mike Perdue
  Manager of Scheduling
  mperdue@msmnyc.edu

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.