

Position Description

Title:	Instrumental Ensembles Associate
Department:	Performance and Production Operations
Reports to:	Assistant Dean for Artistic Operations
Supervises:	n/a
Internal Contacts:	Students, Faculty, Staff (particularly Production, Media & Communications, and the Performance Library)
External Contacts:	Guest Artists
Employment Status:	Part-time (25 hours per week); Non-exempt 10-month; primarily evenings
Pay Rate:	\$24.72 per hour
Start Date:	As soon as possible

Position Summary:

The Instrumental Ensembles Associate works with members of the Performance and Production Operations Department (PPOD) to facilitate auditions for all ensembles in the Instrumental Ensembles Office. The Associate oversees day-to-day needs for Instrumental Ensembles rehearsals and performances, maintaining rosters, schedules, and equipment needs. The Associate attends concerts and performances, coordinating attendance, setup, and equipment needs, and maintaining communication with students, the production team, and faculty as needed.

Domains:

Auditions and Placements

- Facilitate auditions for all ensembles in the Instrumental Ensembles Office, working closely with Instrumental Ensembles office staff.
- Provide audition faculty with the necessary materials and support to adjudicate auditions.
- Assist with scheduling and communication of audition schedules with faculty and students.
- Ensure each audition venue and faculty member has appropriate equipment (i.e., tables, chairs, stands, backline for jazz auditions, screen for blind auditions, etc.) on days of auditions.
- Assist with organizing and distributing audition results and comments.
- Perform additional duties related to ensemble placement and auditions as assigned.

Day-to-Day Instrumental Ensembles Operations

- Oversee day-to-day needs for Instrumental Ensembles rehearsals and performances.
- Maintain accurate rosters and schedules for each concert.
- Assist with communication of roster and schedule information with students, conductors, prep conductors, soloists, Performance Library, and Production.
- Liaise with Production Office regarding setup and equipment needs for rehearsals and performances.

- Coordinate auxiliary instrument rentals and student access to instrument rentals as needed and assist with instrument availability and maintenance.
- Establish and follow rehearsal coverage schedule and communicate availability issues as they arrive to ensure adequate alternative arrangements can be made in a timely manner.
- Attend rehearsals for large ensemble concerts and ensure appropriate and correct equipment setup (assisting or setting up as necessary, including stands/chairs, and other equipment), taking attendance, and facilitating transitions between pieces.
- Log student attendance and organize attendance documents; monitor student communications related to absences, excusals, substitutes, and other personnel matters. Relay these to relevant ensembles manager and Assistant Dean for Artistic Operations.
- Convey disciplinary matters to relevant ensembles manager and Assistant Dean for Artistic Operations
- Assist communications about program and publicity information with Media & Communications Office, working in coordination with relevant ensembles manager and Assistant Dean for Artistic Operations.

Rehearsal and Concert Duties

- Ensure backline and equipment are available; set up as needed for rehearsals, masterclasses, and academic classes as assigned (e.g., drums and amps for jazz, electronic equipment for contemporary performance, instrument stands for orchestra).
- Ensure technical needs for rehearsals are addressed and production is notified of needs when necessary.
- Verify drawings are accurately reflected in practice at rehearsals and other activities.
- Maintain communication with conductor, and ensure schedule is followed accurately.
- Communicate (in person or electronically) schedule changes to orchestra personnel.
- Attend concerts, and assist with accurate and punctual program execution.

Job Details:

- Position is part-time, approximately 25 hours per week.
- Work hours occur primarily in the afternoon and evening. May be required to work evenings, weekends, and daytime office hours as needed.
- Variable schedule according to production needs.
- This position follows a 10-month academic calendar, September through June.

Job Requirements:

- Excellent interpersonal communications skills, including the ability to communicate in writing and verbally to both individuals and large groups.
- Availability to work flexible hours based on rehearsal schedules, as well as evening concerts.
- Ability to meet multiple deadlines and to coordinate overlapping schedules and activities.
- Strong organizational skills are a must.
- Bachelor's degree in instrumental performance or equivalent experience required.
- Ability and desire to work collaboratively as part of a team to ensure needs of the entire School are met.
- Proficiency with Microsoft Office, in particular Word, Excel, and Outlook.

Contact Information:

Send letter of application and résumé including three references to:

Edward Gavitt
Assistant Dean for Artistic Operations
egavitt@msmny.edu

No phone calls, please.

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