

JOB DESCRIPTION: OTHER DUTIES

JOB TITLE: Program Coordinator, Concert Series and Music Outreach
DEPARTMENT: Arts & Sciences, Fine & Performing Arts
REPORTS TO: Dean of Arts & Sciences and/or Vice President of Academic Affairs

FLSA: Exempt
LEVEL: Faculty
DATE EFFECTIVE: 07-01-19

POSITION SUMMARY: This is an assignment made to a faculty member teaching in the Music Department. This position has responsibilities that encompass the planning, organization, and coordination of music department events and the Patrons of the Arts Concert Series. The faculty member's teaching assignment may be contractually reduced by annual agreement to reflect performance of oversight duties. The faculty member with this assignment also works under the faculty job description.

ESSENTIAL TASKS: Employee must be able to perform the following functions:

- Coordinate the overall Music department and Patrons of the Arts Music events.
- Plan, organize, schedule, and coordinate music department events and performances, including lectures and master classes by visiting artists.
- Oversee the Music students' recitals.
- Ability to communicate and work collaboratively with faculty and staff regarding Music department events and performances.
- Provide Music Major students with opportunities to experience a variety of musical styles with artistic and intellectual breadth and depth in disciplinary components
- Collaborate with the Music Department Office Clerk to compile and arrange concert program content, performers' biographies, program notes, and translations.
- Oversee the concert preparation process, including physical space, coordination of ushers, will-call table personnel, preparation rooms, the artist's and Patrons.
- Coordinate with the Theater Manager regarding scheduling, set-up, and necessary audiovisual components.
- Foster partnerships with area schools to develop educational experiences for area students.
- Collaborate with Patrons of the Arts personnel and Patrons to foster an artistic environment and cultural outreach.
- Oversee the hiring and contracting of guest artists and serve as a resource contact for all Music department and Patrons of the Arts Music events regarding rehearsal times, facility needs, audiovisual, and equipment needs.
- Develop and prepare the budget for the college's Music events.
- Oversee and participate in events related to Music student recruitments and any other activities related to the college's Music programs and community outreach.
- Collaborate with the college Public Relations department to design programs, develop publicity materials, and coordinate distribution of information.
- Participate in and attend meetings, events, and conferences related to the college Music department, which may include Patron of the Arts events.
- Participate in instructional institutional planning and budget processes as they relate to the music department, which may include Patrons of the Arts programs.

POSITIONS SUPERVISED: Student workers and oversight of accompanists

SIGNATURE: I have read and reviewed the above job description. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualification required for the job.

Employee Signature

Date