

MUSIC EVENTS SPECIALIST*

Function of Job:

Under general supervision of designated supervisor, to be responsible for coordinating all on and off-campus musical events in accordance with policies established by the faculty, including auditions, scheduling, publicity, facilities use and supervision of student staff.

Characteristic Duties and Responsibilities:

1. Coordinate recruiting/audition activities of Music Department, involving participation at auditions and contacts with music educators/prospective students.
2. Develop/implement a continuing publicity plan for the Music Department and its related activities, including concerts, recitals, academic programs, workshops and special events.
3. Schedule the use of facilities and maintain the department's scheduling of events/classes.
4. Act as liaison with other concerned departments and Student Activities Office.
5. Oversee the activities of work study students and departmental student stage crew, as assigned.
6. Attend musical events for implementation of college/university and departmental policies, as required.
7. Perform related duties, as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree in Music or Arts Administration, with formal background in music, or equivalent.
2. Two years of experience in work related to music events.
3. Knowledge of the logistics of music event scheduling, publicity and academic programs at all educational levels.

10/19/95

System Approval

10/19/95

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised - original approved 9/10/76 as "Music Programs Coordinator" and revised 11/20/84 as "Music Events Specialist".