

MUSIC LAB COORDINATOR

DEFINITION

To provide assistance to music students and staff; to maintain the music library, instrument inventory and recording arts laboratory, and to coordinate all publicity and correspondence associated with the music area.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the departmental manager.

May exercise technical or functional supervision over student assistants.

DISTINGUISHING CHARACTERISTICS

Incumbents in this class are expected to provide technical expertise to music students and staff, particularly in MIDI and other musical composition software. Incumbents must demonstrate competency in working cooperatively with faculty and students, operating computers and other equipment in the music department, and serving as office manager for the Music Department. This position is a journey-level position, is expected to work independent of direct supervision, and may receive functional direction from faculty members. Incumbents will be expected to demonstrate ability to work effectively with a wide variety of personalities, remaining calm in a pressured environment.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Provide assistance with music, computer and MIDI programs for both staff and students.

Tutor students in music theory from basic concepts to advanced harmony; tutor students aural skills, both in the music performance area and in the learning center.

Coordinate the distribution of information for the faculty in regards to new publications and procedures.

Act as scheduling coordinator for community activities associated with the music and drama areas; develop and coordinate all music area publicity and correspondence; and act as telephone liaison to the community.

Monitor the use of computer aided materials and instructional resources; maintain the musical instrument inventory including identifying instruments needing repair, cataloguing and checking out instruments and other materials to students.

Assist in development and maintenance of basic music and music theory testing procedures and manual of standard operation and procedures.

Assign times for the recording arts lab use, issue keys and equipment; act as the contact person between the music area and the recording arts adjunct faculty.

Provide supervision of student assistants as assigned.

Assist in developing and monitoring the sub-area budget and develop record keeping systems and statistical reports as assigned.

Perform related duties as assigned.

(Over)

MINIMUM QUALIFICATIONS

Knowledge of:

Principles of supervision.
Basic understanding of the application of traditional music procedures as required by the assigned duties.
Principles and operations of the computer equipment and software utilized in the music area.

Skill to:

Operate computer software programs for music and MIDI.
Prepare correspondence, memos, publicity releases and programs.
Work with students of all ability levels.
Organize general music library and develop general office procedures.
Develop and maintain record keeping systems.
Select, train, supervise and evaluate student assistants, hourly clerical support and tutors.
Assist students in understanding the basic fundamentals of the subject area assigned.
Operate computers and other equipment in the music department
Develop and maintain record keeping systems for the laboratory.
Communicate effectively and tactfully, both orally and in writing.
Understand and carry out both oral and written instructions.
Organize, coordinate and schedule a variety of activities.
Establish and maintain effective work relationships with those contacted in the performance of required duties.

Experience and Education

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Five years of experience in music-related employment or study.

Education

Graduation from an accredited high school or the equivalent.