

Music Department Assistant

Job Title: Music Department aide

Supervisor: Stephanie Laubacher
slaubacher@tvcc.cc

To be successful: The student must be a “team player,” working individually or with others to get tasks accomplished in the time allotted, be able to move large equipment with care, follow directions explicitly, have flexible scheduling, and be able to possibly work evenings or a weekend time.

Music Department duties include, but are not limited to:

- setting up/breaking down set-ups of chairs, music stands and other instrumental ensemble equipment for music ensemble rehearsals and performances
- sheet music distribution
- music library tasks/organization
- other duties as assigned

***Must possess:**

- **Excellent communication skills, verbally and via text and email**
- **the ability to have schedule flexibility other than class times**
- **the ability to work unsupervised at times; motivated self-starter**
- **the ability to work some evenings**
- **the ability to lift 40 lbs. repeatedly**