JOB TITLE: MUSI1 – Recital Hall Coordinator

DEPARTMENT NAME: School of Music

CONTACT NAME: Linda Sheldon

JOB DESCRIPTION:
Expand your organization, coordination and communication skills as the Recital Hall Coordinator for events taking place in the School of Music. This position organizes the schedule using an online calendar for a team of 10-12 concert staff to ensure that staff requirements are met for all events in the Phillip T. Young Recital Hall. The Coordinator also responds to scheduling conflicts and inquiries and may serve as a back-up Concert & Event Usher or Stage Manager as required. Thorough training and support is provided.

QUALIFICATIONS:
Must be available two evenings per week (7:00-10:00 pm) or for noon-hour recitals (12:00 – 1:30 pm; Tuesday, Wednesday or Fridays). Familiarity of the Phillip T. Young Recital Hall and concert routines considered an asset. Excellent communication and organizational skills are required along with quick responsiveness to changing demands. Must be reliable, punctual and enjoy working with others and the general public.

JOB LOCATION ON-CAMPUS: School of Music, MacLaurin Building B-Wing

WORK STUDY WAGE: $14.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP: $ 0.00

HOURS AVAILABLE: 100

HOW TO APPLY:
Cover Letter and Resume to:
Linda Sheldon
Work Study Supervisor
University of Victoria School of Music
musi@uvic.ca

Applicants must be eligible for Work Study Program
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php