JOB TITLE: MUSI9 – Orchestra and Wind Symphony Assistant

DEPARTMENT NAME: School of Music

CONTACT NAME: Linda Sheldon

JOB DESCRIPTION:
Responsible for the following duties: 1) working closely with the conductors of both Orchestra and Wind Symphony to organize all scores and ensemble parts for ten scheduled concerts; 2) signing out parts to all members of the Orchestra and Wind Symphony; 3) keeping a detailed record of part assignments and dates of signing out and in; 4) checking all rental music upon arrival, ensuring all parts and scores are intact upon receipt and when returning to the rental publisher; 5) packaging of all rental music for return mail or courier one week after the conclusion of each concert.

QUALIFICATIONS:
Must have exceptional organizational skills, attention to detail and be able to work quickly and efficiently under strict deadlines. Must be reliable, punctual, and flexible. Must be available to organize and distribute rehearsal music as directed by the conductors, as well as collect all music at the conclusion of scheduled performances. Hours and days varied.

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

WORK STUDY WAGE: $13.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP: $0.00

HOURS AVAILABLE: 110

HOW TO APPLY:
Cover Letter and Resume to:

Linda Sheldon
University of Victoria School of Music
PO Box 1700 Stn CSC
Victoria, BC Canada
V8W 2Y2
Or
Via Email to 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