**CWRU Department of Music**

**Job Title**: CWRU Music Events & Operations Staff (MEO)

**Hours**: This position is a combination of Denison Hall Monitor/Ensemble Staff/Concert & Events Team. Each student must be available to work at least two 2-4 hour shifts per week. Shifts are set for the same day/time each week, rotating Friday evenings. Students must be available afternoons, evenings, and weekends. Hours: M-F, 4:00-10:00pm and Sat/Sun, 12:00-10:00pm. Live concerts and events will supplement the regularly weekly hours, up to an additional 4-8 hours per week during peak performance season. Must be available evenings/weekends. Flexible as scheduled.

**Job Type**:   Federal Work Study Required

**Job Description**: Seeking energetic, self-motivated students to become members of the CWRU Music Events & Operations Staff. Members assist with: A) faculty, students, & staff with day-to-day afternoon/evening operations in Denison Hall; B) Weekly rehearsal/library management of CWRU performance ensembles; C) Front/rear of house live events in Harkness Chapel and The Church of the Covenant. This work study position reports to Coordinator, Performance Facilities. MEO staff members must enjoy working with the public, demonstrate excellent customer service skills, understand rehearsal set-up, stage/performance management, and possess strong communication skills. Coordinator of Performance Facilities and Operations (Summer Canter) will communicate work assignments and create monthly schedules. Hours vary depending on the events scheduled and staff availability.

**Supervisor**: Coordinator of Performance Facilities & Operations (Summer Canter)

**Additional**: Training will be provided to all staff. This position requires great responsibility, professionalism, dependability, and punctuality. It is expected that MEO staff will remain onsite for the entire assignment, wear appropriate attire, and have a welcoming presence. **Mandatory training session required on the first Friday of each semester, 12:30-1:30pm.**

**Attire**:

* For events at Harkness Chapel – black shirt (polo or dress), dark jeans or dress pants, and clean closed toe black shoes (no tennis shoes).
* For events at the Church of the Covenant – professional dress or white shirt, black pants and shoes.
* Name tags will be provided.

**Pay Rate**: This position is Work Study and starts at $10/hour. Job performance will be evaluated each year and students will be eligible for pay increases each year based on the approval of the supervisor. Hours will be submitted in HCM and approved by the supervisor.

**General Requirements**

**Denison Hall**:

1. Follow/enforce [Facilities Policies & Procedures](http://music.case.edu/facilities/room-reservation-information/) or protocol covered in training.
2. Interact with students and faculty to ensure smooth building operations.
3. Lock/unlock large rehearsal rooms for booked rehearsals scheduled through the Department of Music (academic class: Jennifer Wright -or- music activity/rehearsal: Summer Canter).
4. Room checks = Monitor all spaces to ensure proper use in accordance with policy. Final walkthrough to be conducted at 10pm each evening.
5. Reference the [Room Schedules](http://music.case.edu/facilities/room-schedules/) to check-in individuals or student groups.
6. Assist ensemble directors as needed.
7. Report any facilities, instrument issues or piano maintenance requests to Coordinator, Performance Facilities.
8. Must be available to work weekly afternoon or evening shift during “Active Hours.”
9. Check email daily for job assignments, updates, and reply in timely manner.
10. Check shared Google Calendar: (MEO Team) regularly and accept calendar invites to confirm work assignments.
11. Responsible for finding a replacement when unable to work scheduled shifts. Report all shift changes in advance to the MEO Assistant and Coordinator, Performance Facilities.

**Ensembles**:

Rehearsal Set-up/Tear Down (SW, CUCSO, CCO @ 2 times a week)

* Move /arrange chairs & music stands
* Move/arrange large percussion equipment as needed

Rehearsal Management (ongoing throughout the school year)

* Duties may include, but not limited to, recording management, ticket sales, program compilation, and/or concert marketing duties
* Change ensemble setup between pieces as needed
* Provide copies as necessary

Music Library (ongoing throughout the school year)

* Prepare concert folders per instrumental requirements.
* Distribute, collect and file music for each concert cycle.
* Maintain Music Library database (login, stamp, prepare file box, etc.)

Concert Day Duties (approx. 8 On-campus concerts throughout the school year)

* Pack equipment for transport to and from concert site
* Ensemble setup as determined by group
* Performance site preparations as directed

**Concert & Events**:

1. Follow/enforce [Harkness Chapel Rules for Use](http://music.case.edu/facilities/florence-harkness-memorial-chapel/harkness-chapel-rules-for-use/) and [Facilities Policies & Procedures](http://music.case.edu/facilities/room-reservation-information/) or protocol covered in training sessions
2. Interact with/supervise live events patrons and performers. Includes facility walkthroughs and unlocking/locking space before and after events
3. Provide facility assistance including lighting, stage set-up, heating, cooling, etc.
4. Ensure facility is returned to stage ready after events.
5. Report facilities issues, emergencies and suspicious activity to Campus Security (216-368-3333) and Coordinator, Performance Facilities.
6. Move instruments/equipment (piano, harpsichord, percussion, stands, chairs, etc.)
7. Check email daily for job assignments, updates, and reply in timely manner.
8. Check shared Google Calendar: (MEO Staff) regularly and accept calendar invites to confirm work assignments.
9. Responsible for finding a replacement when unable to work scheduled shifts. Report all shift changes in advance to the MEO Staff Assistant and Coordinator, Performance Facilities.
10. Responsible for safe keeping of facility and lock keys.
11. Must be available to work evening and weekend events.

**Apply**

Email resume and letter of interest to **Summer Canter** by **August 2, 2019**. Summer Canter [summer.canter@case.edu](mailto:summer.canter@case.edu), Coordinator of Performance Facilities & Operations.