

Coordinator of Auditions and Special Events
Department of Music and Performing Arts

Position Description: The Department of Music and Performing Arts seeks a **Coordinator of Auditions and Special Events** to work part-time (approximately 20 hours per week) during the academic year and summer.

- **Audition responsibilities** include coordinating individual and ensemble auditions; developing contact with prospective students and coordinating prospective student contact with the chair, faculty, and current students; developing recruitment materials in collaboration with the marketing team; participating in both on-site and off-site recruitment events; maintaining recruitment data; and collaborating with the Admissions Department.

- **Special Events responsibilities** include overseeing major department events including the bi-annual theatre symposium, Jazz & Desserts, Invitation Choral Competition, Concerto/Aria Competition, the RSO Educational Concert, and ensemble tours; developing and maintaining promotional materials; training and overseeing student workers assigned to assist with events; and collaborating with campus staff during the event planning process

Qualifications: A bachelor's degree is strongly preferred, but an equivalent combination of education and experience will also be considered. The candidate will possess excellent organizational, administrative task management, marketing communication skills, and virtual environment expertise. Experience with Google workspace is preferred. Candidates must also demonstrate creative thinking, initiative, and commitment to continuous process improvement. In addition, candidates will be able to demonstrate cultural competence and must value the principles of diversity and equity. Previous music background preferred.

The approved salary for this position is \$17.000/hr-\$17.00/hr.

Office of Human Resources
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RWC and NES comply with all applicable non-discrimination laws and are committed to the enhancement of human dignity and workplace diversity.