

Work Study Pay Rates and Job Descriptions

Pay scale:

Category	1 st Yr	2 nd Yr	3 rd Yr	4 th Yr	5 th Yr	6 th +Yr
2	\$ 7.30	\$7.30	\$7.60	\$7.90	\$ 8.20	\$ 8.50
3	\$ 7.30	\$ 7.60	\$ 7.90	\$ 8.20	\$ 8.50	\$ 8.80
4	\$ 8.35	\$ 8.65	\$ 8.95	\$ 9.30	\$ 9.60	\$ 9.90
5	\$10.30	\$10.80	\$11.30	\$11.80	\$12.30	\$12.80
6	\$12.00	\$12.50	\$13.00	\$13.50	\$14.00	\$14.50
7	\$15.00	\$15.50	\$16.00	\$16.50	\$17.00	\$17.50

Each subsequent year worked at the same job will result in the annual raise. The year listed is the year worked in same job, regardless of year in school or degree program. Revised January, 09

Job Titles (Pay Category for job appears in parentheses after job title)

Accompanist (Pay Category 4)	Library Worker I (Public Service: Circulation) (2)
Accompanist Office (3)	Library Worker II (Technical Services) (3)
Admission Aide (4)	Library Worker II (Public Service: Shelving) (3)
Audition Day Aide - Admission (4)	Library Worker III (Orchestra Library Assistant) (4)
Camerata First Asst. (4)	Library Worker III (Acquisitions Assistant) (4)
Community Service (7)	Library Worker IV (Media Center Assistant) (5)
Community Service – Ohio Reads (7)	Mailroom Aide (2)
Community Service – Outreach Coordinator (3)	Marketing Dept. Aide (2)
Composition Dept. Assistant (4)	Marketing Dept. Coordinator (4)
Computer Lab (2)	<i>Music Store Assistant (3) Not hiring</i>
Concerts & Events Box Office / Office Asst. (3)	Opera Aide (2)
Concerts & Events House Manager (4)	Opera Assistant Stage Manager (3)
Concerts & Events Program Typist (4)	Opera Seamstress (3)
Concerts & Events Skilled Office (3)	Opera Stage Manager (4)
Concerts & Events Staff (2)	Opera Pianist (4)
Concerts & Events Stage Manager (4)	Orchestra Set-Up Assistant (4)
Development Assistant (2)	Orchestra Set-Up Manager (5)
Development Performer (7)	Orchestra Assistant (4)
Distance Learning Assistant (4)	Pedagogy Assistant (3)
Distance Learning Performer (6)	Percussion Department Aide (3)
Distance Learning Presenter (7)	Piano Technician Assistant (4)
Distance Learning Technician (4)	Preparatory Office Aide (3)
Faculty Assistant I (2)	Preparatory Division Orchestra Assistant (3)
Faculty Assistant II (3)	Preparatory Outreach Group Assistant (3)
Harp Assistant (3)	Recording Services (4)
Information Services – IT Office Assistant (3)	Registrar Office Assistant (3)
Lab Orchestra (4)	Student Affairs Assistant (3)
Library Worker I (Orch. Library: Part marker) (2)	Switchboard Aide (2)
Library Worker I (Orchestra Library Monitor) (2)	Theory Department Aide (3)



Work Study Job Descriptions – Updated August, 2008

Accompanist (Pay Category 4)

Provide accompanist playing as needed for Collaborative Services / Accompanying Dept.

Supervisor: Anita Pontremoli

Accompanist Office (3)

Provide general office work for Collaborative Services / Accompanying Dept.

Supervisor: Anita Pontremoli

Admission Aide (4)

Examples of duties include tours of the school. It is often the first point of contact for prospective students and critical to the success of student recruitment. Guides should be articulate, enthusiastic and people-oriented for they encounter guests from all over the world. General office work requires a detail and goal-oriented staff person who enjoys organizing and accomplishing large tasks. Processing mail, typing, filing and some data entry constitute some of our office jobs.

Supervisor: Ann Clark

Audition Day Aide - Admission (4)

Audition Day work requires students with an enormous range of skills; greeting, interviewing, giving tours, and test proctoring represent a few of the tasks.

Supervisor: Ann Clark

Camerata First Assistant

Saturdays – 8:00 am-1:00 pm

Duties include and are not restricted to:

- Directing and/or assisting with all orchestra stage setups
- Camerata duties to include attendance, tuning instruments, assisting with music folders, rehearsing with the group and lead sectional rehearsals.
- Work in the Prep office to include returning phone calls, assisting with inquires about the Prep Dept, taking applications, working with the other office aides and assisting with the daily operations on Saturday mornings.

Supervisor – Mary Ann Grof-Neiman

Community Service (7)

Students have the opportunity to perform in the community in small ensembles or solo. Performances at sites such as hospitals, assisted living facilities, schools, community centers and non-profit events are booked on a case by case basis. Students are responsible for providing their own transportation, maintaining a professional yet caring demeanor and being punctual. Any student with work-study is eligible to be on the Community Service staff.

Supervisor: Christine Haff-Paluck

Community Service - Ohio Reads (7)

Through the University Circle Literacy Corps., students have the opportunity to tutor area school children in reading skills.

Supervisor: Christine Haff-Paluck

Community Service - Outreach Coordinator (3)

Responsibilities:

- Create and maintain the performance sign-up for Chamber Music Outreach
- Monitor the sign-up process and discern any scheduling problems
- Send reminders to students and faculty members about deadlines
- Confirm program information with community performance venues
- Send confirmation memos to students a full week before their performance
- Phone correspondence with performance venues when necessary

Student must be responsible, conscientious and able to work independently with minimal supervision. Good phone and writing skills are a must!

Supervisor: Christine Haff-Paluck

Composition Dept. Assistant (4)

Duties include copying, order supplies, address and mail letters, run errands, write response letters, oversee bulletin board, keep Composition Lab in order – clean as needed, order lab supplies.

New Music Ensemble help: make flyers/posters, set up/tear down for rehearsals, etc.

Supervisor: TBA

Computer Lab (2)

Oversee the usage of the student computer lab. Specific duties to include: assist lab patrons with their computer needs, troubleshoot basic computer related problems and enforce lab policy. Training will be provided, but preference will be given to those with basic knowledge of Windows XP as well as experience with Microsoft Word and familiarity with music notation programs (Finale, Sibelius). Work hours may include day, evening, and/or weekend hours.

Supervisor: Lurleen McNair / IT Department

Concerts & Events Box Office / Office Assistant (3)

Description:

- Staff the Box Office during day time open hours and evening and weekend ticketed events
- Process ticket orders of all types: phone, mail, and walk-in, using ProVenue Plus
- Distribute free seating passes for select concerts
- Provide information regarding a variety of events to interested callers
- Perform other office duties as directed
- Coordinate reserved seating with House Manager
- Assists Program Typist as requested by supervisor or Program Typist

Requirements:

- Previous box office experience advantageous, but not necessary
- Ability to handle money with accuracy
- Ability to process credit card orders
- Pleasant demeanor and patience with callers and visitors
- Attention to detail and accuracy in working
- Must be responsible and well-organized, with good time management skills
- Ability to follow directions and the mature ability to work under pressure of deadlines
- Ability to work independently
- Punctual and reliable

Supervisor: Rachael Hodgen

Concerts & Events House Manager (4) (previously called Head Usher)

Description:

- Supervise 3-8 student staff members at a variety of concerts and recitals
- Oversee house and lobby during concerts and events
- Adheres to dress code procedures and enforces dress code among house staff
- Controls crowd before and after concerts and events
- Handle medical emergencies, disturbances, etc. caused by the general public
- Enforce hall policies
- Attend regular House Manager meetings
- Communicate with Box Office personnel regarding reserved seating and groups in attendance
- Communicate with Stage Management and Recording Services personnel regarding starting concerts, intermissions, live broadcasts, etc.
- Watch hall doors during concerts to ensure performances aren't disturbed by opening doors, noise from concertgoers and noise from outside halls
- Must keep halls tidy before, during and after events

Requirements:

- Ability to quickly and efficiently handle stressful situations and troubleshoot problems
- Customer Service oriented
- Excellent communication skills and ability to assume authority
- Ability to effectively communicate event details to supervisor through written reports
- Ability to supervise peers
- Punctual and reliable
- Must be able to work the assigned shift or responsible for finding a sub
- Ability to follow direction, and take initiative to problem-solve
- Ability to work unsupervised

Supervisor: Rachael Hodgen

Concerts & Events Program Typist (4)

Description:

- Supervise student office staff in program typing assistance
- Ensures every student recital has a printed program

- Must be able to keep track of various documents throughout different points of completion while maintaining a clear sense of deadline for each document
- Communicate with students in a timely manner regarding recital programs
- Type, edit, copy and distribute programs for 250+ student recitals each year
- Provide copies of recital programs to various departments

Requirements:

- Knowledge of Microsoft Word, Microsoft Excel, Microsoft Access
- Strict eye for detail
- Punctual and reliable
- Deadline conscious
- Ability to work independently
- Basic knowledge of program structure and format, classical repertoire, and conventions of music performance

Supervisor: Rachael Hodgen

Concerts & Events Skilled Office (3)

Description:

- Assist students, faculty and guests with questions regarding recitals, recording sessions, dress rehearsals, etc.
- General office work

Requirements:

- Knowledge of Microsoft Word, Microsoft Excel, Microsoft Access
- Strict eye for detail
- Punctual and reliable
- Deadline conscious
- Ability to work independently

Supervisor: Marjorie Anderson

Concerts & Events Staff (Usher, Coat Room, Ticket Taker, Helper) (2)

Description:

- Reports to House Manager during performances
- Usher a variety of events held at the Institute, which often involves control and management of near-capacity crowds and standing-room only patrons
- Provides information and assistance to patrons, including helping handicap patrons and assisting in medical emergencies
- Knowledge of Institute policy governing concert attendance and enforcement of rules
- Attend regular usher meetings
- Arrive on time and in proper attire
- Assist with set-up and serving at receptions, meetings and other academic and institutional events
- Perform other duties, which may include but are not limited to: coat check, guest check-in, decorate and set up for events, assist with mailings
- Assists House Manager in keeping the halls tidy before, during and after events

Requirements:

- Friendly attitude, especially when dealing with concertgoers
- Assist House Manager in enforcing hall policies
- Must be able to work the assigned shift or responsible for finding a sub
- Ability to follow direction, and take initiative to problem solve
- Punctual and reliable

Supervisor: Rachael Hodgen

Concerts & Events Stage Manager (4)

Description: The purpose of the Stage Manager is to provide hands-on stage support to all authorized users of Kulas and Mixon Hall.

Duties:

- Backstage Authority during scheduled events
- Monitor Kulas and Mixon Hall at all times during shift
- Set and Strike all performance equipment
- Execute stage changes
- Operate Lighting Equipment
- Operate CD Playback and PA mic
- Operate Shades, Screen or Acoustic Draperies in Mixon

- Responsible for organizing and keeping clean backstage areas
- Attend monthly Stage Manager meetings
- Notify the C&E Office if equipment is malfunctioning
- Notify Security in case of an emergency
- Report all actions in the Concerts & Events Office spreadsheet and/or Event Report form

Requirements:

- Enforce no food or drink policy in Kulas and Mixon Hall
- Complete training required
- Work independently
- High level customer service and decision making skills
- Must be very reliable and assertive
- Able to communicate appropriately with Front of House staff, Faculty, Staff and Students
- Must be willing to dress properly for every shift
- Must be prompt in reply to all communications

Supervisor: Marjorie Anderson

Development Assistant (2)

General office work, as needed. Reports to Development office staff.

Development Performer (7)

Same as "Community Service" except does not count toward institutional work study percentage of community service as typically are not open to public. Generally serve an entertainment or marketing use more than to serve the community at large.

Supervisor: Christine Haff-Paluck

Distance Learning Performer (6)

The Distance Learning Department provides schools around the country with music classes through videoconferencing. Each class has specific needs for performers. Performers need to be comfortable talking to K-12 students, performing on their instruments and in some cases, role playing. There are numerous positions open for violin, viola, cello, flute, oboe, clarinet, horn, bassoon, piano, singer, blues singer, blues guitar, blues piano and percussion. If you like music, teaching and technology, join our department and see what it's like to be part of a cutting edge Distance Learning class. Supervised by the DL Education Coordinator.

Distance Learning Presenter (7)

A DL Student Presenter is responsible for teaching various distance learning programs to classrooms via interactive videoconferencing. DL Student Presenters must prepare by studying the curriculum materials of a given program and observing the work of more experienced presenters over a designated period of time. Supervised by the DL Education Coordinator and the Director of DL.

Distance Learning Assistant (4)

Distance Learning provides schools around the country with music classes through videoconferencing. In order to have successful classes, you need help behind the scenes. We need assistants to help in the office with scheduling, shipping, phone calls, DVD archiving, updating of class materials and other miscellaneous projects. Organizational skills are a must. Knowledge of the Internet, Microsoft Word and typing skills are a plus. Must be self-motivated and willing to follow written directions in a timely manner. Supervised by the DL Operations Manager.

Distance Learning Technician (4)

Distance Learning provides schools around the country with music classes through video conferencing. Distance Learning Technicians are essential to the successful performance of all our presentations. No prior experience is necessary; we will train you. DL Techs operate video conference systems, video cameras and mixers, computers, DVD players, microphones, audio mixers and other equipment during LIVE presentations. The ability to execute a script, multi-task, a professional attitude, interest in learning new technologies and good communication skills are essential. Knowledge of video conferencing, video or audio production and live performance are helpful; but, not required. Supervised by the DL Production Technologist.

Faculty Assistant I (2)

General office help for various members of our faculty as needed.

Faculty Assistant II (3)

General office help for various faculty as needed.

Harp Assistant (3)

Duties:

- Maintenance of CIM-owned instruments and equipment, including tuning, cleaning, changing strings and transporting as necessary
- Continuous inventory and oversight of strings and supplies
- Studio and harp practice room maintenance
- Light administrative duties
- Special Harp Studio Projects, as needed
- Beginning and Year-end set-up duties, cleanup and inventories

Supervisor: Yolanda Kondonassis

Information Services – IT Office Assistant (3)

The IT Office Assistant aids the IT staff with data entry and fixes minor computer problems and peripheral issues under direction of the department staff.

Duties and responsibilities for the IT Office Assistant include:

- Data entry into Microsoft Word or Excel as directed by IT department staff.
- Talk with users about computer-related questions/issues and obtain answers to questions through research, knowledge of computers, or refer the question to the IT department staff.
- Under direction of IT department staff, assist with minor help calls such as clearing printer jams, checking PC cables and connections, connecting peripheral equipment, etc.
- Under direction from IT department staff, install software or configure PC settings for users.
- Under direction of IT department staff, work on special projects such as inventorying equipment, cleaning computer parts, organizing computer parts, etc.

The IT department supports the mission of CIM through use and support of technology, so good interpersonal skills are required. Prior computer knowledge is not necessary; the IT department staff will gladly instruct you for any tasks that may require computer knowledge. Basic Microsoft Word or Excel knowledge is a plus. The IT Office Assistant will need to follow directions and adhere to any hours they commit to work.

Reports to Aimee Barton or William Dismukes in the Information Technology Department (located next to the Mailroom), email Aimee.Barton@case.edu, extension 362 or William.Dismukes@case.edu, extension 369.

Lab Orchestra (4)

Lab orchestra students play a weekly 2 hour session for the student conductors. They play major repertoire, and in addition to learning how conductors can be effective on the podium, they increase their performance skills, and build knowledge of repertoire.

Supervisor: Carl Topilow & Student Conductors

Library Worker I (Orchestra Library: Part Marker) (2)

An occasional job, depending on the needs of each concert.

Qualities required:

- Knowledge of string instruments preferred, acquaintance with orchestral parts desired
- Flexible schedule
- Ability to do repetitive, detailed work neatly under pressure of deadlines
- Must be responsible and well-organized, with good time management skills

Responsibilities:

- transfer orchestral markings (Bowings, dynamics, etc) by hand from a master part to all the parts needed for the use of the CIM orchestras
- frequently requires from 2-16 hours to be completed within one or two days

Supervisor: Orchestra Library Supervisor

Library Worker I (Orchestra Library: Monitor) (2)

The Orchestra Library Monitor is given much of the responsibility for the day-to-day operation of the Orchestra Library.

Qualities required:

- Orchestra library experience preferred, orchestra experience required
- Must have knowledge of orchestral instruments, the operation of the orchestra, and orchestral repertoire
- Ability to work independently and make decisions based on established procedures
- Ability to work well with students and faculty
- Computer competence (MS Word and FileMakerPro)
- Ability to follow directions and the mature ability to work under pressure of deadlines

Responsibilities:

- Maintain open hours for the Orchestra Library (10 hours per week)
- Prepare folders for each concert in time for first rehearsal
- Handle extra parts for rehearsals, run-outs, etc.
- Collect all music immediately following concerts
- Ascertain missing parts and give list (with names) to supervisor
- Check out parts to individuals (auditions, etc.)
- Maintain orderly file (automated) of music checked-out
- Prepare and send overdue notices
- Refile music when returned
- Keep Orchestra Library room neat and orderly
- Help mark and/or erase parts when necessary
- Other duties as may be requested by the supervisor

Supervisor: Orchestra Library Supervisor

Library Worker I (Public Service: Circulation) (2)**Qualities required:**

- Previous library experience desirable but not required
- Responsible and punctual
- Ability to handle highly detailed work
- Courteous in interacting with patrons, either on the phone or in person
- Effective verbal communication
- Ability to take initiative
- Ability to learn basics of online catalogs
- Ability to learn basics of circulation component of I.I.I. software

Responsibilities:

- Thorough knowledge of library policies and procedures
- Capable of running the desk/library without permanent staff present (e.g. opens the library weekdays and staffs the library on Sundays without supervision)
- Circulation of library materials, using online system
- Handles reserve materials
- Answers main library phone and directs calls appropriately
- Use online catalogs to assist patrons in finding library materials
- Assisting with basic reference, referring questions to permanent staff as appropriate
- Assists patrons in filling out forms (recall, storage, acquisitions request)
- Close their section of the library, ensuring that patrons are gone, tables are cleared and computers are shut down
- Security
- Other duties as assigned

Supervisor: Circulation Supervisor

Library worker II (Technical Services) (3)**Qualities required:**

- Previous library experience desirable but not required
- Responsible and punctual
- Ability to handle highly detailed work
- Ability to work independently and make decisions based on established procedures
- Good time management skills
- Ability to follow directions
- Ability to accurately interpret information in the library catalogs
- Computer competency is required
- Ability to learn basics of database management software

Responsibilities will vary according to assigned project. Typical projects include:

Cleveland Orchestra Program Notes Index: Indexes the Cleveland Orchestra Program Notes. May also participate in related data entry.

Local cataloging of CIM concert recordings: Transfers information from concert programs on to catalog cards using a standard template.

Serials assistant: Assists in the receipt, shelving, organization and binding of the library's periodicals.

Retrospective Conversion Project: Assists catalogers in the conversion of the card catalog to machine-readable form by doing data entry

- Plus other miscellaneous database creation projects.

Supervisor: Varies according to project

Library Worker II (Public Service: Shelving) (3)

Qualities required:

- Previous library experience – 1 semester at CIM circulation desk required
- Responsible and punctual
- Good time management skills
- Ability to handle highly detailed work
- Ability to follow directions
- Ability to work independently and make decisions based on established procedures
- Attention to error avoidance
- Ability to take initiative

Responsibilities:

- Shelving library scores and books
- Shelf reading as needed
- Perform lost item searches as needed
- Other duties as assigned
- Optional additional hours when shelving demand is high

Supervisor: Circulation Supervisor

Library Worker III (Orchestra Library Assistant) (4)

This position carries with it an award of \$2500. It is viewed by the Library as midway between a basic Work Study position and a permanent staff position. Whenever this position becomes open, the Library will interview potential candidates among the student body, working with the Financial Aid Director.

Qualities required:

- Orchestra library experience preferred, orchestra experience required
- Graduate student preferred (primarily because must be able to commit to 10-12 hours per week.
- Must have knowledge of orchestral instruments, the operation of the orchestra, and orchestral repertoire
- Ability to work well with students and faculty
- Attention to detail and established procedures
- Ability to work under pressure of deadlines
- Computer competence (MS Word and FileMakerPro)
- Ability to work independently and make decisions based on established procedures as well as the situations at hand
- Must have the maturity required to supervise other students

Responsibilities:

- Maintain open hours for the Orchestra Library (2-4 P.M. Monday through Friday, 10 hours per week). Should be available for at least three of the five days (four or five preferable).
- Supervise the schedules and activities of other monitors
- Carryout and/or coordinate the following activities:
 - Prepare folders for each concert in time for first rehearsal
 - Work with supervisor to be sure all music is on hand for concerts or
 - scheduled classes , and that music is marked as needed
 - Handle extra parts for rehearsals, run-outs, etc.
 - Collect all music immediately following concerts
 - Ascertain missing parts and implement procedures to get parts back
 - Check out parts to individuals (auditions, etc.)
 - Maintain orderly file (automated) of music checked-out
 - Prepare and send overdue notices
 - Refile music when returned
 - Keep Orchestra Library room neat and orderly
 - Help mark and/or erase parts when necessary
 - Other duties as assigned

Supervisor: Orchestra Library Supervisor

Library Worker III (Acquisitions Assistant) (4)

This position carries with it an award of \$2,500. It is viewed by the Library as midway between a basic workstudy position and a permanent staff position. Whenever this position becomes open, the Library will advertise and interview potential candidates among the student body, working with the Financial Aid Director.

Qualities required:

- Previous experience working in a library or appropriate retail environment
- (music store, book store, CD outlet) desired
- Graduate student preferred (primarily because must be able to commit to 10-12 hours per week.
- Broad knowledge of classical music and music formats (books, recordings, scores)
- Ability to type (typewriter and computer)
- Ability to learn basics of Database Management component of I.I.I. software
- Attention to detail and established procedures
- Tolerance for repetitive tasks
- Commitment to a set weekly schedule
- Ability to work independently

Responsibilities:

- The primary responsibility of this person is to assist the Acquisitions Librarian in a variety of duties related to:
- preparing orders (compact discs, scores, books)
 - selection process
 - researching reviews
 - scanning periodicals for new items of interest
 - checking new release brochures against our holdings
 - creating lists of desired items
 - general needs
 - special area holdings (special projects)
- ordering: use lists to generate orders (paper or on-line as required)
- checking-in and labeling new materials
- accessioning

Supervisor: Acquisitions Librarian

Library IV Reference Assistant (4)

Qualities desired

- Broad knowledge of classical music and music formats (books, recordings, scores)
- Previous experience working in a library environment is desired (or familiarity with music libraries & resources)
- Excellent interpersonal skills
- Possess an active interest in providing service/instruction to library patrons
- Commitment to a set weekly schedule
- Creative writing skills
- Ability to learn about new print and electronic resources
- Ability to retain information about a variety of print/electronic resources
- Enthusiasm for public service

Responsibilities

- Provide basic and in-depth reference services in any format (in person, phone, online)
- Determine library holdings using the library catalog and other bibliographic tools
- Teach patrons how to effectively search online resources such as the library catalog, Grove Music Online, RILM Abstracts of Music etc.
- Assist patrons in answering both factual and in-depth reference questions
- Maintain a reference log
- Assist with the interpretation and composition of bibliographic citations
- Assist patrons in locating resources both in the Robinson Music Library, Case Libraries and beyond these collections.
- Assists reference librarian with public service projects
- Complete writing projects for guides, the library blog etc.

Supervisor: Reference Librarian

Library Worker IV (Media Center Assistant) (5)

This position carries with it an award of \$2000-2500. It is viewed by the Library as almost the equivalent of a part-time permanent staff position. Whenever this position becomes open, the Library will advertise and interview potential candidates among the student body, working with the Financial Aid Director.

Qualities required:

- Previous experience working in a library is desired
- Excellent interpersonal skills
- Reliability. Must give advance notice (3 days) if unable to work a shift.
- Graduate student preferred (must be able to commit to 8-12 hours per week.)
- Broad knowledge of classical music and music formats (books, recordings, scores)
- Ability to learn new technology and software programs

- Ability to learn basics of Circulation component of I.I.I. software
- Attention to detail and established procedures
- Ability to work independently

Responsibilities:

- Handles faculty check-outs of media.
- Uses online and card catalogs to assist patrons in finding library media materials.
- Operates the distributed sound system (AVS).
- Implements public service policies.
- Provides basic reference service in person or on the phone, referring questions to the Media Librarian when appropriate.
- Reshelves materials behind the service desk or in the LP shelving, helping to maintain an orderly appearance in the Media Center.
- Assists with clerical work, such as filing and weeding cards in the card catalog.
- Assists with scheduling the Group Rooms.
- Other duties as assigned.

Supervisor: Media Librarian

Mailroom Aide (2)

Qualities required: Detailed oriented, customer service skills, ability to work under pressure.

Responsibilities: Customer service, copy & binding jobs, sort mail, mail runs, cover switchboard, logging packages in, miscellaneous projects as they arise

Supervisor: Melinda LaVigne

Building & Grounds / Maintenance (3)

Assist Maintenance Department with various projects around the CIM building and property, as needed.

Supervisor: Alan Valek, Director of Building and Grounds

Marketing Dept. Aide (2)

Duties Include:

- Copying, filing, envelope stuffing and labeling
- Display Cases
- Computer data entry (newspaper clippings database)
- Distribution of materials
- Additional projects as assigned

Primary Responsibilities in detail

- Display Cases
 - Concert & Events Case:
 - Create signage – copy and paste events from website to word processing program with a creative border
 - Find creative filler (props and decorations)
 - Hang items
 - PR Case
 - Hang CIM-related clippings
 - Student Life and Special Events
 - Small Case by Security – rotation of materials as needed
- News Clippings
 - Enter clippings from a variety of sources (newspaper, clip service, Google Alerts) into our FileMaker database.
 - File and archive hardcopies of clippings
- Distribution of materials
 - Distribute concert guides and other promotional materials around University Circle and sometimes off-campus. This may require a vehicle.

Requirements:

1. Must have familiarity with PC
2. Vehicle preferred
3. Typing / Word Processing Skills a plus!
4. An interest in communications, marketing and public relations a plus!

Supervisor: Vicki McDonald, Katie Gorton & Susan Schwartz

Marketing Dept. Coordinator (4)

Duties Include:

- Coordinating all information to be used in the creation of programs
 - Working with various faculty, staff and students to obtain necessary details required for concert and recital programs
 - Research pieces, movements and dates as needed
 - Collect bios and photos from performers for special programs
 - Aide in proofreading and editing programs
- Compile information used in the creation of other marketing pieces including, direct mail, ads brochures and the web site.
- Retrieve photography, logos and other materials for use in display cases and to be sent internally and externally as needed.
- Collect Music from CIM library to be used in Radio Advertising.
- Additional projects as assigned.

Supervisor: Vicki McDonald & Susan Schwartz

Music Store Assistant (3)

Qualities Required:

- Ability to handle highly detailed work
- Courteous interaction with patrons, either on the phone or in person
- Ability to work without direct supervision
- Ability to function in stressful situations (such as 20 people waiting for customer service at once)

Responsibilities:

- Shelving musical materials and putting sections in order
- Opening packages and checking packing lists to see that everything contained is correct in quantity, title and price
- Assisting customers
- Conducting sales

Supervisor: Toni Miller, Music Store Manager

Opera Aide (2)

Man the opera office during the day, prepare scores for cast, and complete other office jobs assigned. Be available for extra technical work and stage crew during production weeks.

Supervisor: Susan Williams

Opera Assistant Stage Manager (3)

Assist the Production Stage Manager during rehearsals and the run of a show. Attend all rehearsals and production meetings. Responsible for backstage during production, communicating with performers, and any other tasks assigned.

Supervisor: Susan Williams

Opera Seamstress (3)

Assist the costume designer during production weeks. Must possess sewing skills. Some traveling to the warehouse may be necessary so you must have your own transportation.

Supervisor: Susan Williams

Opera Stage Manager (4)

Attend all rehearsals and production meetings. Take attendance at rehearsals. Prepare a master score with which to take blocking notes and all lighting cues. Responsible for communicating with the Opera Department Administrator, director, technical director, performers, designers, and all technical personnel. Be prepared for a multitude of various tasks and much responsibility.

Supervisor: Susan Williams

Opera Pianist (4)

Rehearsal pianists for opera rehearsals. Must attend rehearsals per the opera rehearsal schedule. Usually collaborative pianists with an interest in working in opera or with the voice.

Supervisor: Susan Williams

Orchestra Set-Up Assistant (4)

In keeping with the mission of the school and the goal of the Staff, duties and responsibilities of a Set-Up Staff member include, but are by no means limited to, the following:

- Set up* all CIM Orchestra rehearsals, sectionals, concerts and run out concerts.

- Set up University Circle Wind Ensemble rehearsals and concerts.
- Set up Violin Orchestral Repertoire Class.
- Set up Viola Orchestral Repertoire Classes, as required.
- Set up Cello Orchestral Repertoire Class, as required.
- Set up University Circle Wind Ensemble, and CIM wind chamber music when appropriate.
- Set up Lab Orchestra rehearsals, rehearsals and recitals for conducting majors.
- Set up Brass and Woodwind Orchestra Reading Class.
- Set up Opera Orchestra in Kulas pit, including stand lights; help maintenance staff with
- Opening and closing the pit, as required.
- Set up Chamber Music Festival, as required.
- Set up for weekly Conducting Class (MUSC 273, 274, 573, 574)
- Assist with set up for CIM Preparatory Division ensemble activities (e.g., Cleveland Youth Wind Symphony; Preparatory Orchestra, etc.), as needed.
- Perform set up/tear down duties as assigned.
- Attend weekly meetings of set up staff so that the weekly assignment schedules can be projected. Such meetings are viewed as a "service." Attendance required. No absences permitted.
- Assist the stage manager during performances, as necessary, and be properly attired (jacket and tie!) when serving in this capacity.
- Be pro-active in terms of calling attention to problems and forestalling "disaster."
- Assist with general logistics for appropriate rehearsals and concerts, i.e., move piano, harpsichord, other instruments, equipment, etc.
- Exercise all due diligence in meeting obligations. Inform Head of Set Up Staff in a timely manner, should you be unable to meet a set up assignment due to illness or other such extenuating circumstance.
- Seek permission to be absent from duties, should the need arise, (e.g., out-of-town audition, etc.).
- Be informed that there are NO UNEXCUSED ABSENCES PERMITTED. The first unexcused absence will result in a warning. A second unexcused absence will result in being placed on probation, and a third in separation from the Set Up Staff.
- Submit time sheets in a timely manner. Work/Study staff members log an automatic 3-hours per-day on days that set up duties are performed. Since payroll checks for Work/Study assignments are issued on the 15th and 30th of each month, time sheets are to be submitted no later than the 3rd and the 18th of the month. Hours submitted for payroll later than one month from the date actual work was performed will not be honored. It is required that each time sheet first be completed in draft form. The draft is then approved by the Head of Set Up. The approved draft is then returned for entering into the web-based CIM work-study time sheet system and "submitted." The submitted time sheet is printed out, then given to the Head of Set Up for his signature. Head of Set Up then submits the time sheet to the Set Up Supervisor (currently, Frank Caputo) who co-signs it and submits it to the Cashier's Office for processing of payroll. The Head and/or Supervisor will deduct hours from the time sheet for any unexcused absence from assigned activity.
- Be informed that, aside from unexcused absences, failure to perform effectively as a member of Set Up Staff, as judged by the Set Up Head, the Supervisor, and/or the conducting staff will result in separation from the Set Up Staff.
- In general, a community spirit shall be operative on the part of each member of the Set Up Staff. A willingness to help in a crisis, or step in to assist a colleague, for example, are paramount among the many positive values that are to be exhibited by Staff members.
- CIM instruments, equipment, etc., encountered in the line of performing Set Up duties are to be treated with respect and appropriately handled. Abuse of CIM equipment will result in a warning being issued and dismissal from Set Up Staff if the behavior is observed again.
- No regular classes, lessons, coaching sessions, etc., are to be scheduled against "prime" weekly set up times. Occasional conflicts are unavoidable and will be allowed and factored as an excused absence, if notification is provided in advance (at least 24 hours). However, each missed set up session due to excused absence must result in a deduction by one hour in the daily three-hour allotment.
- Payroll time sheets are to be complete and submitted to the Head of Set Up in a timely manner

* "Set up" is assumed to mean set up and "tear down," involving chairs, stands, podium, carpet, piano moving, orchestra pit logistics for opera (stand lights, etc.), for CIM and on-campus and off-campus, run-out rehearsals and performances. When Set Up Staff leaves the stage/room, it should be cleared. Percussionists are to be reminded to move their equipment back to the Percussion Studios after rehearsals and concerts.

Supervisor: Marjorie Anderson

Orchestra Set-Up Manager (5)

The goal of the position of Head of the Set Up Staff is to support the mission of CIM by contributing significant leadership to the process of creating a professional-level environment for students and faculty. It is the duty of the Head of the Set Up Staff to lead the Set Up Staff in meeting its commitments in a timely and thoroughly professional manner and acting as

a liaison between the "contact" person in charge of Set-up-supported events and the Staff, knowing that in providing students and faculty with essential logistical support, s/he is making a major contribution to the quality of the professional environment of CIM.

In keeping with the mission of the school and the goal of the position, the duties of Head of the Set-Up Staff include, but are by no means limited to the following:

- Coordinate and participate in set up* for all CIM Orchestra rehearsals, sectionals, readings in-house concerts and run out concerts. (contact: conducting staff)
- Coordinate and participate in set up for University Circle Wind Ensemble rehearsals and concerts.
- Coordinate and participate in set up for Violin Orchestral Repertoire Class.
- Coordinate and participate in set up for John Mack Wind Ensemble when appropriate.
- Coordinate and participate in set up for conducting major Lab Orchestra rehearsals and conducting major rehearsals and recitals. (contact: Mr. Topilow and conducting majors)
- Coordinate and participate in set up for brass (contact: Messrs. Gilson and Sachs) and woodwind orchestral reading classes.
- Set up Opera Orchestra in Kulas pit, including wiring stand lights; help maintenance staff with opening and closing pit, as required
- Participate in weekly meetings of set up staff so that weekly assignment schedules can be projected.
- Coordinate and participate in set up of weekly Orchestral Conducting Class (MUSC 273, 274, 573, 574).
- Attend weekly ensemble staff meetings, as needed.
- Perform duties as assigned by the conducting staff or Marjorie Anderson
- Exercise all diligence in meeting obligations.
- Inform Mr. Topilow and Ms. Anderson in a timely manner (i.e., in advance), should you be unable to meet a set up assignment due to illness or other such extenuating circumstance.
- Seek permission to be absent from duties, should the need arise, (e.g., out of town audition, etc.).
- Assist with general logistics for appropriate rehearsals and concerts, i.e., move piano, harpsichord, other instruments, equipment, etc.
- Be proactive in terms of calling attention to problems and forestalling "disasters."
- Be properly attired when assisting the stage manager for in-concert resets in which you are not performing.
- Oversee/drive rental truck for run out concerts.
- Be familiar with the job description of the Set Up Staff member, attendance policy, etc.
- Review, verify (daily) attendance logging on posted schedule. Approve and sign bi-monthly time sheets for Set Up Staff members, and submit them to Ms. Anderson in a timely manner, consistent with CIM payroll policies.
- Encourage proper (non-abusive) handling of CIM equipment.

* "Set up" is assumed to mean set up and tear down.

In general, the Head of the Set Up Staff should be at all performances for which set up is required in order to supervise the staff. The Head may designate an alternate staff member to act in a leadership capacity, with the advance permission of either the conducting staff or supervisor. The Head must petition at least one week in advance for permission to be absent from such performances. Permission may not be granted unless an appropriate staff alternate is available and has been instructed in, is willing to perform, is capable of executing and agrees to assume responsibility for all of the required details of the assignment(s) on the date(s) in question.

Failure to perform effectively as Head of Set Up Staff, as judged by the conducting staff in consultation with the supervisor and/or office of the Dean, may result in release from the Head position and/or complete separation from the Set Up Staff.

Supervisor: Marjorie Anderson

Orchestra Assistant (4)

Supervisor: Carl Topilow

Pedagogy Assistant (3)

Assist with the MUPD 445 class, by copying, organizing paperwork and assisting with parent class on Saturdays.

Supervisor: Kimberly Meier-Sims

Percussion Department Aide (3)

Perform support functions for the Percussion Department, as needed. Typically is a percussion major.

Supervisors: Richard Weiner and Paul Yancich, Percussion faculty.

Piano Technician Assistant (4)

Work that can be done immediately with minimal training:

- Cleaning of pianos throughout building.
 - case (outside of piano)
 - soundboard
 - vacuum inside piano
 - keyboard / key bed / keys
 - lubricate action as needed.
 - *(Will need access to studios and workshop.)*
- Tightening of legs and pedal lyres throughout
- Check for broken strings, squeaking pedals, sticking keys.
- Miscellaneous workshop assistance.

With more training the following will be added:

- Perform minor repairs:
 - broken strings
 - squeaking pedals
 - sticking keys
- Install key bushings
- If student is to continue for more than 1 year, he/she may be taught basic piano tuning.

Supervisor: Jeffrey Krill

Preparatory Office Aide (3)

Qualities Required:

- Flexible Schedule
- Responsible and Punctual
- Courteous in interacting with patrons
- Ability to do highly repetitive and detailed work
- Ability to work under pressure
- Basic office skills
- Computer competence (MS Word and Excel)

Responsibilities:

- Answer telephones and provide basic information to callers seeking private lessons.
- Perform basic office tasks, e.g. filing, copying, mailing items
- Work the main desk, assisting patrons, accepting account payments, etc.
- Use MS Word to type recital programs, orchestra attendance lists, correspondence, etc.
- Use MS Excel to record program and workshop attendees, string and piano examination participants, orchestra auditionees and members, student and faculty schedules, applications, etc.
- Work with the Operations Manager on various projects requiring skill with MS Excel
- Set-up orchestras weekly and also special Suzuki set-up requests on Play-in days (Saturday workers)
- Handle other duties as assigned

Supervisor: May Ann Grof-Neiman

Preparatory Division Orchestra Assistants (3)

(8 positions: 4 violinists, 2 violists, 2 cellists)

Qualities Required:

- Ability to work and communicate with children/adolescents
- Responsible and punctual
- Teaching experience useful
- Ability to take direction from the conductor

Responsibilities:

- Attend every orchestra rehearsal session, held on Saturday mornings (dates are the same as Conservatory schedule). Find replacement if absent.
- Helps with orchestra set-up as necessary
- Assist orchestra members with tuning their instruments
- Take attendance and maintain seating chart for your section
- Check to see that each student in your section has correct parts and matched bowings.
- Help students to follow the conductor's instructions
- Take charge of the sectionals for your area.

Supervisor: May Ann Grof-Neiman

Preparatory Outreach Group Assistant (3)

Assist with organizing, copying music, Saturday rehearsals, attend outreach performances.

Supervisor: Kimberly Meier-Sims

President Office / ENCORE Assistant (3) N/A 08-09

Requires mature and reliable student that must maintain confidentiality. Student must conduct themselves properly (including attire) as will have contact with CIM Board members and others that visit the Office of the President. Duties will include Xeroxing, setting up student files, filing, telephone work.

Supervisor:

Recording Services (4)

Recording Services is responsible for engineering high quality digital audio and video recordings of rehearsals, concerts, recitals, master classes, providing broadcast assistance and production of duplications of these events. Training includes "classes" involving audio theory, as well as hands-on technical application until the student gains a thorough understanding of the process. Musical understanding is also necessary to understand the artistic requirements of the recording process. May be required to troubleshoot in the event of technical problems. Office duties, customer service, filing of paperwork and tape archives are other duties. All members receive technical training, mentoring and testing totaling approximately 30 hours before they are qualified to do the most basic recording. Audio/video experience preferred. Audio Majors automatically assigned to department. Note: Musicians who gain knowledge in basic audio production skills find this knowledge to become invaluable as they develop their careers.

Supervisor: Alex Kosiorek

Registrar Office Assistant (3)

This position requires tremendous organization, computer skills.

Duties include:

- Filing and organizing Registrar information.
- Maintaining student bulletin boards.
- Confidentiality is a must.

Supervisor: Hallie Moore, Registrar

Student Affairs Assistant (3)

Worker maintains files for Competitions, Festivals, and Job announcements. Worker also works with Associate Dean on Student Life Projects, assisting in coordinating activities, filing, job postings, off-campus housing, and email to alumni and current students of opportunities. Student should have excellent organizational skills, be creative, and must also be able to keep confidentiality.

Supervisor: David Gilson

Switchboard Aide (2)

Back up for Switchboard Operator on as-needed basis. Answer CIM main incoming phone lines and forward calls as necessary.

Supervisor: Brenda Watson

Theory Department Aide (3)

Departmental office assistance, as needed.