TITLE OF POSITION/RANK:  Music Performance Coordinator
(Part-Time/Non-Benefited; 10-15 hours per week)
DEPARTMENT:  Art History and Music, Rose Hill and Lincoln Center

OVERVIEW:
The Department of Art History and Music seeks a part-time Music Performance Coordinator with a musical background and experience within an academic setting.

RESPONSIBILITIES:
- Coordinate between private lesson instructors and conductors in the following ensembles: RH Orchestra, LC Chamber Orchestra, Jazz Orchestra, Collegium Musicum, Afro-Latin Ensemble, Women’s Choir, as well as other potential credit-bearing music ensembles TBD. Coordinator will: liaise between students, instructors/directors, and faculty/administrators; reserve rehearsal/performance space as needed; assist in maintaining registration/enrollment records; publicize ensembles, lessons, and assist with performances and special events.
- Coordinate and advertise on-campus concerts, both student and professional sponsored by the Department. Duties include: reserving performance space, work with Conference Services to arrange venue set-up, take-down, food/beverage; contract piano tuner, accompanist, AV, create fliers for advertisement as needed.
- Coordinate Student Scholarship Auditions: arrange space, schedule, tuning, accompanist, and music.
- Assist in maintaining pianos, arranging for tuning and repair as needed.
- Update content of Department website and social media (including Facebook, Twitter), adding new performances, pictures, etc.

QUALIFICATIONS:
- Bachelor’s Degree preferred in Music
- Minimum one year clerical experience
- Good people skills
- Good Computer skills

SALARY:  Commensurate with experience
FLSA CATEGORY:  Non-exempt
START DATE:  July 1, 2019 (negotiable)
TO APPLY:  Eric Bianchi, Associate Chair  
Art History and Music Department  
ebianchi1@fordham.edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds.  
Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories