

POSITION TITLE: Office Assistant

SUPERVISOR: Office Manager

FUNCTIONS: Assist orchestra conductor with tasks related to the operations of the group.

1. Stage Manager – to setup and takedown before rehearsals, concerts, operate lights, and manage the stage during the performance.
2. Librarian – assist with maintaining orchestra music library, assist with distributing and collecting printed music for orchestra participants.

RESPONSIBILITIES:

Stage Manager – to setup and takedown before rehearsals, concerts, operate lights, and manage the stage during the performance.

Librarian – assist with maintaining orchestra music library, assist with distributing and collecting printed music for orchestra participants.

POSITION REQUIREMENTS:

Monday nights plus concerts

Up to 3 hrs/week

Prefer work on Monday evenings, setup and takedown for rehearsals, additional time for library

QUALIFICATIONS:

Ability to move large objects, dependable and timely execution of duties

Career Services

Lower Warner Hall

785.227.3380 Ext. 8230

Career_service@bethanylb.edu

Fax: 785.227.3500