Yale INSTITUTE OF SACRED MUSIC

Student Job Descriptions: Door Monitor

Report to: Concert Production Coordinator

Ongoing duties:

- Arrive 30 minutes before a choral rehearsal is scheduled to start; arrive 60 minutes before an orchestral rehearsal is scheduled to start
- Familiarize yourself with the layout of the building so that you can give directions, especially to rehearsal venues, restrooms, and exits
- Ensure that you have contact details for the relevant people in the event of a problem (e.g., an alarm goes off, doors are locked)
- Open the door for ensemble members who do not have building access
    - Check names against a printed roster
- Be prepared to open doors throughout the rehearsal, as call times vary

Payroll: This position reports time hourly each week in the online Student Employee system