Student Job Descriptions: Assistant to the Coordinator of the Program in Choral Conducting

Report to: Coordinator of the Program in Choral Conducting

Ongoing duties:
- Schedule all conducting lessons for students, including for visiting teachers’ master classes and individual lessons
- In coordination with the Choral Librarian, order music for master classes from Foundry Music; tell Foundry what the music is to be used for, so they charge it to the correct account
- Prepare and distribute music for master classes
- Complete research projects for the Program Coordinator as needed, making sure to keep the coordinator updated as to the progress being made

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