GORDON COLLEGE
Position Description

Title: Music Events Coordinator

Function: This part-time, 9-month position manages the logistics for music events in the Department of Music. Music Events Coordinator reports to the Director of Music Administration.

Descriptions of Duties and Tasks:

a. Event Manager: Responsible for the practical aspects of on-campus concert and including, but not limited to pre-event planning, setup and resets of concert spaces, artist reception and handling, audience services, technical crews, coordinating music event associates, and recording independent contractors. Coordinate with faculty member or ensemble director associated with specific event. The Music Events Coordinator will assist the Producer of Christmas Gala, but is not solely responsible for this particular event.

b. Box Office Manager: Responsible for management of all box office activity, including oversight of the college ticketing systems (currently OvationTix), cash and check deposits, balancing cash drawers, balancing credit card sales reports, processing of comp tickets for music events, training event staff and other box office managers.

c. Student Team Management: Responsible for supervising, training and organizing a group of approximately 2-4 music event associates who mainly setup, reset and work directly with the concert patrons with tickets, programs and seating.

Required Knowledge, Skills and Abilities:
The incumbent must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished with or without reasonable accommodation, using some combination of skills and abilities.

1. Must profess faith in Jesus Christ as Lord; must accept Gordon’s Statement of Faith; must practice Christian values in daily interactions with students, faculty, staff, and the public as outlined by Gordon’s Statement of Life and Conduct; and must work to advance Gordon’s mission through this position.
2. Ability to listen carefully, communicate clearly and work collaboratively.
3. Demonstrate strong organizational skills and ability to take initiative with projects.
4. Demonstrate courtesy and hospitality.
5. Must be available for occasional evening and weekend work.
6. Must be able to perform some physical work.

Hours:
Approximately 10 hours/week (on average) for the academic year which begins on August 30, 2017 through May 15, 2018. The Music Events Coordinator will not work from approximately December 15, 2017 through January 30, 2018 and during Spring break (March 4, 2018-March 18, 2018 as there are no Department of Music events. This position is approximately 30 weeks of employment.

Position Code: MUS-EVTCCO-1
Grade: 3
FLSA Status: Non-exempt