

Job Description

Carroll University
Music – Choral Assistant: Women's Ensemble
100 N. East Avenue
Waukesha, WI 53186

Purpose of Job:

- To provide assistance to the director of the Women's Ensemble in distributing and collecting music used throughout each semester, fitting of performance gowns, other duties as needed by the Director.

Duties & Responsibilities:

- Distribute to and collect music from the ensemble each semester
- Return all music to the Choral Librarian when the ensemble has finished using it each semester
- Assist in fitting and assigning of dresses; maintain ongoing record of dress assignments
- Other duties as may be requested by the Women's Ensemble Director

Job Qualifications:

- This job requires participation in the Carroll University Women's Ensemble, the ability to work independently, and to be detail-oriented
- This job may require that the student worker be issued a key(s) to areas in the Shattuck Music Center. Keys are issued in trust; misuse of the key(s) will result in disciplinary action being taken, which could include termination of the student.

Supervisor:

- Dena LeMere,
262-524-7182