

Job Description

Carroll University
Music – Choral Librarian
100 N. East Avenue
Waukesha, WI 53186

Purpose of Job:

- To distribute to and collect music from the Concert Choir each semester, and to maintain accurate records of all choral and handbell music owned by Carroll University.

Duties & Responsibilities:

- Catalog, stamp and update computer inventory with new choral music purchases
- Distribute to and collect music from the choir each semester
- Maintain order of the Handbell Choir music
- Return all music to appropriate storage area when the choir has finished using it each semester
- Maintain order of all choral music in the library
- Other duties as may be requested by the Choral Director

Job Qualifications:

- This job requires participation in the Carroll University Concert Choir, the ability to work independently, to be detail-oriented, to be able to work with the Filemaker Pro computer program, and to have a good knowledge and understanding of choral music.
- This job requires 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