

ACADEMY OF MUSIC ASSISTANT (DCC)

DISTINGUISHING FEATURES OF THE CLASS:

The work involves providing administrative and musical assistance to the Dutchess Community College's Academy for Music. The employee is responsible for the administrative tasks related to organizing and promoting Academy performances and classes, registration of students, and acting as the point of contact for related inquiries. The employee is also responsible for musical tasks related to the maintenance of musical facilities and upkeep of equipment and providing support to the instructor and students. Work hours will include periodic evening and weekends. Work is performed under general direction of the Academy of Music Associate Chair. Supervision of others is not a normal function of this position.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Attends and organizes credit and credit-free music event receptions and recitals on and off-campus, including scheduling, promoting, and catering for the events;
2. Develops and distributes marketing materials for the Academy, including brochures, flyers, social media postings, and email blasts;
3. Advises students and parents in credit-free private instruction, including pairing students with instructors for individual music lessons and scheduling lessons to maximize use of instructor time;
4. Answers Academy inquiries via phone and email, and facilitates registration for students;
5. Inspects and maintains the DCC Main Campus, DCC South, and St. Peter's music facilities and related music equipment;
6. Develops student materials and routines for practice sessions and rehearsals;
7. Assesses piano tuning needs and develops piano tuning inventory list;
8. Manages materials and merchandise sold in conjunction with the Academy,
9. Assists the Academy Chair and Associate Chair in all Academy functions.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of music and music performance;

Knowledge of facilities, procedures, rules and regulations in relation to the scheduling and use of facilities;

Skill in operating office equipment to produce work accurately and efficiently;

Skill in assessing piano tuning needs;

Ability to read music;

Ability to use software related to developing marketing materials, print and digital formats;

Ability to interact with a variety of people for the purpose of exchanging information concerning programs;

Ability to communicate effectively both orally and in writing;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

EITHER: (A) Bachelor's degree in Music, Music Performance, Performance Arts with a concentration in Music, Music Education or a closely related field;

ACADEMY OF MUSIC ASSISTANT (DCC) (Cont'd)

MINIMUM QUALIFICATIONS (cont'd):

- OR: (B) Associate's degree in Music, Music Performance, Performance Arts with a concentration in Music, Music Education or a closely related field and two (2) years of full time work experience in musical performance which required the ability to read music;
- OR: (C) An equivalent combination of training and experience within the limits of (A) and (B) above.

SPECIAL REQUIREMENT:

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain appointment.

ADOPTED: 4/16/19
REVISED: 5/3/2019