

# Music Technical Assistant

## Job Description

### Position Information

Position Title	Music Technical Assistant
Position Number	MUSIPRFS01*122
Department	Music
Reports to (Title)	Professor of Music

Seated Employee

Employee First Name

Employee Last Name

### Job Summary

In three to five sentences, please briefly describe the job's primary purpose to the department.

Job Summary	The Music Technical Assistant provides general broad support for the instrumental and vocal music program. Areas of responsibility include equipment, facilities, budget, and interfacing with students. The Technical Assistant also provides logistical support for music tours, and for Applied Music Associates.
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### Position Summary Information

Select the level of education needed to successfully accomplish the essential duties of this job. Bachelor's degree from four-year college or university

If a specific degree, certification, license, or registration is necessary, please list. n/a

Select the level of experience needed to successfully start the position and accomplish the essential duties of this job. Five years or more

### Preferred Qualifications

FLSA Category	Exempt
Staff/Faculty	Staff
Employment Status	Full-Time
Employment Category	Regular
Essential Staff (emergency	No

situations)?

**On-Call?**

### Essential Responsibilities

List the job's most important responsibilities. There are probably no more than six of these. Also indicate the approximate percent of time spent on each job function. (Note: Do not record how the job responsibilities are carried out.)

*Essential Responsibility percentage of time needs to equal 100%*

<b>Responsibility</b>	•Hire, train, and supervise student workers •Oversee student checkout of equipment and other use of facilities •Coordinate student workers for Music Department concerts, including stage manager, audio recording, and front-of-house
<b>Percentage Of Time</b>	30
<b>Responsibility</b>	•Keep inventory of instrument collection, including check-out and sharing arrangements •Ensure that departmental A/V equipment is kept in working order; act as liaison with A/V Center •Evaluate instruments in need of repair; make minor repairs and send out for major repairs; coordinate piano tuning schedule •Maintain inventory of regularly used parts (strings, recording media, etc.)
<b>Percentage Of Time</b>	25
<b>Responsibility</b>	•Maintain records for various departmental budgets; coordinate check requests •Coordinate ordering and receiving for department
<b>Percentage Of Time</b>	15
<b>Responsibility</b>	•Arrange logistics for annual Grinnell Singers tour •Make arrangements for other tours/off-campus performances as needed
<b>Percentage Of Time</b>	15
<b>Responsibility</b>	•Periodically review music facilities •Communicate repair/renovation needs to appropriate FM staff •Act as liaison between FM staff and department
<b>Percentage Of Time</b>	15
<b>General Responsibilities</b>	
<b>General Responsibilities</b>	<p>(1) Maintain regular attendance in accordance with department policy.</p> <p>(2) Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.</p> <p>(3) Understand and comply with the policies of the College Staff Handbook.</p> <p>(4) Demonstrate commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs.</p> <p>(5) Perform duties as a team member in a manner supportive of department and College procedures, policies and goals.</p> <p>(6) Protect confidentiality of College information.</p> <p>(7) Provide leadership to others through example and sharing of knowledge/skill.</p> <p>(8) Communicate with others in a courteous and helpful manner.</p>

(9) May be asked to fill positions considered essential during weather emergencies or other events requiring special staffing.

(10) Perform other duties as assigned.

### Supervisory Responsibilities

**Does this job have supervisory responsibilities?** Yes

**If yes, then check all that are supervised by this position.**

**Supervise Student Staff** Yes

**If you supervise student staff, enter approximately how many and the total hours? (e.g., 2 students/XX hours)** 20

**Supervise Non-Exempt Staff** No

**If you supervise non-exempt staff please enter the number.**

**Supervise Exempt Staff** No

**If you supervise exempt staff please enter the number.**

**Select the level of supervision that this position provides.** Supervise/manage/direct the selection, training, development, appraisal and work assignments of personnel.

### Supervision Received

**Select the level of supervision that this position receives from their supervisor.** General Direction: receive very general guidance with respect to overall objectives; work is usually quite independent of others; operate within division or department policy guidelines using independent judgment in achieving assigned objectives.

### Computer Operations

**Please check one of the following** Demonstrated use of intermediate computer operations (relational databases, and operating systems) and intermediate software packages (word processing, spreadsheet, graphics, etc.)

### Travel

**Please check one of the following** Minimal overnight travel (up to 10%) by land and/or air.

### Essential Function Analysis

Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

Essential functions are those functions that individual must be able to perform either unaided or with the assistance of a reasonable accommodation. A job function may be considered essential if it meets one of the following criteria:

- the position exists for performance of the function;
- a limited number of employees can perform the function, and it, therefore cannot be reassigned;
- the function is specialized and requires certain expertise to perform it.

Many jobs will also have marginal functions. Marginal functions are those that may be performed by the position but are not tasks critical to job success. can be completed in a number of ways by a variety of people and are not the primary functions for

tasks critical to job success, can be completed in a number of ways by a variety of people, and are not the primary rationale for which the position exists.

### Mental/Cognitive Requirements

How much on-the-job time is spent in the following mental/cognitive activities? Show the amount of time by checking the appropriate boxes below.

**Analyzing information or data** 1/3 to 2/3

- Essential or Marginal? Essential

**Effective communication skills** Over 2/3

- Essential or Marginal? Essential

**Composing & comprehending communication materials** Over 2/3

- Essential or Marginal? Essential

**Establishing effective interpersonal relationships** Over 2/3

- Essential or Marginal? Essential

**Adjusting to changes (work load, environment, department structure, etc.)** Over 2/3

- Essential or Marginal? Essential

**Using logic to define problems, collect information, establish facts, draw valid conclusions, etc** Over 2/3

- Essential or Marginal? Essential

**Making decisions of moderate to substantial consequence** Over 2/3

- Essential or Marginal?

**Performing mathematical calculations** 1/3 to 2/3

- Essential or Marginal? Essential

**Editing reports or technical materials** Under 1/3

- Essential or Marginal? Marginal

**Planning and organizing (work load, schedules, events, etc.)** Over 2/3

- Essential or Marginal? Essential

**Handle stressful, emotional and/or frustrating situations** Over 2/3

- Essential or Marginal? Essential

**Working with numerous distractions** Over 2/3

- Essential or Marginal? Essential

**Working under a time pressure and** Over 2/3

**within timelines/deadlines**

- Essential or Marginal? Essential

**Coordinating work with others** Over 2/3

- Essential or Marginal? Essential

**Handling multiple assignments and priorities** Over 2/3

- Essential or Marginal? Essential

**Completing work in an accurate manner** Over 2/3

- Essential or Marginal? Essential

**Concentrating - maintaining attention to details and task** Over 2/3

- Essential or Marginal? Essential

**Memory functions (remembering names, details and procedures)** Over 2/3

- Essential or Marginal? Essential

**Physical Requirements**

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

**Remaining in a stationary position** 1/3 to 2/3

**Traverse/move locations** Under 1/3

**Ascend or descend between floors** 1/3 to 2/3

**Reach with hands and arms** Over 2/3

**Ascend or descend ladder** Under 1/3

**Position self to access small or restricted spaces** Under 1/3

**Communicate or exchange information** Over 2/3

**Detect specific flavors or odors** Under 1/3

Does this job require that weight be moved or force be exerted? If so, how much and how often? Check the appropriate boxes below.

**Weight lifted or force exerted: up to 10 pounds (with or without assisted device)** 1/3 to 2/3

**Weight lifted or force exerted: up to 25 pounds (with or without assisted device)** 1/3 to 2/3

**Weight lifted or force exerted: up to 50 pounds (with or without assisted device)** Under 1/3

Under 1/3

**Weight lifted or force exerted: up to 100 pounds (with or without assisted device)**

**Weight lifted or force exerted: more than 100 pounds (with or without assisted device)** Under 1/3

**Please check one of the following** Light physical activity performing non-strenuous daily activities.

**Does this job have any essential vision requirements? Check all that apply.** Close vision (clear vision at 20 inches or less), Depth perception (three-dimensional vision, ability to judge distances and spatial relationships), Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)

### Work Environment

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

**Wet or humid conditions (non-weather)** Under 1/3

**Extreme cold (non-weather)** Under 1/3

**Extreme heat (non-weather)** Under 1/3

**Outdoor weather conditions** Under 1/3

**Work near moving mechanical parts** Under 1/3

**Work in high, precarious places** None

**Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors)** Under 1/3

**Toxic or caustic chemicals** None

**Work with explosives** None

**Risk of electrical shock** Under 1/3

**Vibration (i.e. operating jackhammer, impact wrench)** None

**Risk of radiation** None

**Confined Spaces** Under 1/3

**Please check one or more of the following locations where this job would work** Well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation.

**How much noise is typical for the work environment of this job? Check the appropriate level below.** Moderate noise (examples: business office with computers and printers, light traffic)

### Additional Information

Include any other physical, mental or environmental information that will aid in the preparation of an accurate description of this job.

## Position Documents

No documents have been attached.