Please complete all parts of this application by writing neatly and clearly.

Name ________________________________

Username ___________________________ Campus Box # ________ Phone # ____________________

Major, if declared ___________________________ Year __________

Instrument(s) (if you play) ___________________________ Voice (if you sing) ___________________________

Do you Attend Music Department Concerts Regularly ___?, Sometimes ____?, Seldom ____?, Never _____?

This is a task matching question.

Music Department Positions can be somewhat flexible but many positions are not during traditional working hours. In some cases we can work around your schedule. Concert Manager and Technical positions are generally during the evening during weekdays and afternoons and evenings on weekends. Since available hours can change you will receive a separate sheet to fill out your available hours.

The Music Department requires student workers to be • self-motivated • willing to accept instruction on all tasks that may be performed no matter how obvious the duties may seem • able to work with confidential materials • able to verbalize in a clear manner • self-confident and able to ask questions if clarification is needed to complete a job correctly • able to work in a busy environment and concentrate on the job at hand • responsible for coming to work on time.

The following is a list of tasks a student worker may be asked to do while working for the Music Department. Please check any tasks with which you have experience (not having these experiences will not necessarily disqualify you for employment):

Tasks or Skills:

_____ collating _____ stapling _____ photo copying _____ answering telephones

_____ typing _____ filing _____ research _____ washing dishes _____ shredding paper

_____ cleaning: cabinets, counters, cupboards, furniture _____ running errands

_____ posting publicity across campus and throughout the community (in all kinds of weather)

_____ photographer _____ digital photography _____ videography _____ video camera operator

_____ video recording _____ audio recording _____ audio reinforcement _____ DAT recording

_____ slide presentations _____ stage lighting

_____ lifting / stacking somewhat heavy items ---- about how many pounds? ______

Experience:

_____ MS Word _____ Pagemaker _____ Photoshop _____ Filemaker Pro

_____ Web maintenance

_____ Television Production _____ Radio Station _____ Recording Studio

_____ General Audio/Visual (A/V) work

_____ Stage Hand _____ Public Speaking _____ Theater

_____ Video Camera / Television experience Not covered above

_____ Still Camera / Digital Camera experience

_____ Recording Experience Not covered above

_____ Public Address Amplifier experience Not covered above

Groups you are or may participate in:

_____ Gamelan, _____ singers, _____ chorus, _____ band, _____ collegium _____ orchestra _____ percussion

ensemble _____ piano _____ piano accompaniment _____ other
Please list previous work experience: (Please use a separate sheet if necessary.)

Please list three references: (Please use a separate sheet if necessary and include addresses and phone numbers.)

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Please write a little about yourself, explain why you want to work for the Music Department, and what assets you feel you can contribute to the department. (Please use a separate sheet if necessary)

If you have any questions please contact Paul Nelson. x3069. nelsonp@grinnell.edu or stop by 109A.