



500 College Hill • Liberty, Missouri 64068-1896 • (816) 781-7700 • Fax (816) 415-5006  
 www.jewell.edu • Finaid@william.jewell.edu

## Student Employment Job Description

Department: (Office)	Liberty Symphony Orchestra
Position Title:	Operations Assistant
Position Type:	Stage crew/Librarian
Semesters Needed:	<input type="checkbox"/> Summer '09 <input checked="" type="checkbox"/> Fall '09 <input checked="" type="checkbox"/> Spring '10 <input type="checkbox"/> Summer '10
Supervisor Name:	Dr. Tony Brandolino
Campus Extension:	Ext. 5184
Position Location: (Building)	Pillsbury Music Center, Room 105
# of Positions:	2
# of Hours per week:	6
Specific Days:	M_x_ Tu_x_ W__ Th_x_ F__ Sa_x_ Su__
Pay Rate per hour:	\$7.25
Student must be:	Federal Work Study eligible_x_ Institutionally eligible__ Either__ (not work study eligible)
Description of Responsibilities:	Assist with orchestra set up and tear down for all Tuesday evening rehearsals, 4 Thursday evening rehearsals, 4 Saturday concerts. Mark bowings on string music, prepare music folders for rehearsals, take care of music parts after concerts.
Desired Qualifications:	1) Must be available for all Tuesday rehearsals 5-7 p.m.; 4 Thursdays (10/8/09, 12/3/09, 2/11/10, 4/15/10) 5-7 p.m.; 4 Saturdays (10/10/09, 12/5/09, 2/13/10, 4/17/10) 8-10 a.m. and 7-10 p.m.  2) String music background (ability to mark bowings).  3) Ability to lift chairs and equipment for orchestra setup.  4) Should have a car for the 4 Saturdays off campus at Liberty Performing Arts Theatre.
Other Requirements:	Flexibility in work hours for librarian work.
Inquiries regarding position may be directed to:	libertysymphony@william.jewell.edu (816) 415-7832



---

500 College Hill • Liberty, Missouri 64068-1896 • (816) 781-7700 • Fax (816) 415-5006

*[www.jewell.edu](http://www.jewell.edu) • [Finaid@william.jewell.edu](mailto:Finaid@william.jewell.edu)*

All students are required to sign a William Jewell College Work Agreement prior to employment. Please contact the Office of Financial Aid and Scholarship Services to obtain the agreement.