

Duke Catholic Center  
Federal College Work-Study and Duke Work-Study Program  
**Job Description – DCC MUSIC**

Job Description:

- Create programs for Sunday Mass
  - Create, print and fold PDF
  - Scan music as needed and create PDFs of it
  - Print music as needed
  - Copy the music as needed
  - Hole punch and tape the music as needed
  - Place the appropriate versions in the appropriate books
  - Make sure the books have all the correct mass parts and pencils
  - Have all books ready for Tuesday evening rehearsal
  - Assist with iPad file management
- Organize music
  - Create and maintain a filing system for the copies of music used at Mass
  - File the music from the Sunday mass books each week
- Additional duties as assigned by Music Director

Preferred skill: Ability to transpose music as needed

Wages:           \$11.00 per hour

Payments:       Every two weeks

Time and Term of Employment:

- August 23 to Dec 17, 2021; January 5 to May 6, 2022.
- Minimum of 8, Maximum of 15 hours per week, every week
- Not always the same 15 hour time slots
- Duties to be carried out at specific times agreed upon by the student and the supervisor on a weekly basis
- Duties are generally to be carried out at the Duke Catholic Center's Falcone-Arena House, 402 N. Buchanan Blvd. Duties will require travel to various points on Duke Campus. Student is responsible for travel to and from work.
- At times, the student will be asked to attend specific events at other locations on campus to photograph or gain information for posting on social media sites