

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

Job Description:

- Thursday Rehearsal 5:30-6:30pm
 - Preparation for rehearsal 4:30pm
 - Set up, copy, print, music. Be available to be a gofer.
- Set up and clean up for music rehearsals on Sunday
 - Ensure the smooth running of the rehearsal before mass (being a runner)
 - Be the flexible person that helps after rehearsals on Sunday morning and evening.
 - Expand and contract the music area as needed
 - As students arrive run and get forgotten instruments
 - Run and copy music
 - Clear chairs
 - Charge batteries
- Maintain Holy Hour books
 - Preparation and set up for rehearsal 6:30pm, rehearsal 7pm-8pm followed by HH
 - Put stuff away after HH 9-9:30pm
 - Print new music as needed
 - Copy new music as needed
 - Add new music to Holy Hour books
 - Make sure each book has all the songs in the correct order
 - Assist with iPad files and setup
- Create PowerPoint for Holy Hour weekly
- Maintain communication with members of choir for scheduling purpose.
- Additional duties as assigned by Music Director

PAYMENT:

- \$11.00 per hour
- Every two weeks

TIME AND TERM OF EMPLOYMENT:

- August 23, 2021 to April 30, 2022.
- Minimum of 8, Maximum of 15 hours per week, every week; flexible scheduling of work hours during Duke Catholic Center business hours 9am-5pm. Occasional hours to be worked after business hours during special events.
- Office location will be at the Duke Catholic Center's offices in the Page Building or the Falcone Arena House. Duties require student to travel around East Campus and West Campus. Student is responsible for all travel to and from.

*All content to be provided by Music Director.