

**MUSIC LIBRARY TECHNICIAN/COORDINATOR**

**50%, 12 Months, Classified position**

**Range 32**

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**DEFINITION:**

Under general supervision, to perform a variety of duties involved in providing instructional support to the Music Department instructors and students; edit, layout, read, and modify orchestral scores; maintain and catalog instructional materials and equipment. May require night, weekend, and off-campus assignments.

**SUPERVISION EXERCISED:**

Exercises functional and technical supervision over temporary staff and student assistants.

**ESSENTIAL DUTIES:**

The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties.

- Provide instructional assistance and support to students and staff in the Music Department; provide technical assistance with music projects.
- Coordinate Service of music equipment (instruments).
- Coordinate with IT when service needed for computers (including some faculty computers), audio/visual equipment, email or networking.
- Supervise student assistants; provide supervision and participation in student directed projects.
- Use computer systems to catalog all new music; maintain record of “collections”.
- Coordinate distribution, collection, and accounting for music.
- Assign bonds for District owned instruments and efficiently process bonds. Process instrument returns.
- Process requisitions for the purchase of items such as, music, equipment, and supplies.
- Maintain inventory of instruments and music; prepare required reports.
- Assist in processing billing students for lost music and instruments.
- Work with Office of the Registrar for transcript holds.
- Liaison with Buildings and Grounds staff (student assistants and professional piano movers) when moving instruments, music stands, and other equipment for rehearsals and concerts, music festivals, and other outside group use.
- Coordinate with outside venues when renting space and moving equipment.
- Respond to inquiries and requests for information from staff members, students, and the community regarding the music programs; provide orientations of the facility.
- Perform a variety of clerical duties; maintain and update files and records; duplicate and distribute materials.
- Order and maintain supplies and equipment.
- Assign storage lockers to students.
- Receive and screen calls for instructional programs.
- Create programs for Music Department concerts, credit-granting ensembles only.
- Coordinate multiple ensemble needs including performance and rehearsal venues, additional rehearsal needs and equipment needs, credit-granting ensembles only.
- Coordinate contracting and paying of outside guest performers for Music Department concerts,

- classes, and other events, credit-granting ensembles or courses only.
- Coordinate with Scheduling Office facility requests from the community (Fremont Symphony, recitals, other music groups); provide orientations of the facility.
  - Coordinate with staff and outside groups the use of the facilities and equipment; coordinate move of equipment and set up of facilities.
  - Coordinate piano tuning for on and off campus usage.
  - Coordinate collection of concert proceeds with Smith Center staff.
  - Coordinate donations for ensembles, including collection, record keeping and working with Foundation to manage monies as well as in-kind donations.
  - Maintain Music Department accounts including general fund accounts and ASOC accounts; work with Division office, Business Services and ASOC when questions or issues arise.
  - Process requisitions for the purchase of items such as music, equipment, performance attire and supplies for Music Department, faculty and students; work with Purchasing to ensure timely processing; coordinate payment with Accounting Department and vendor; maintain records of purchases and payments; follow up accounts using Colleague/Ellucian.
  - Coordinate collection of field trip forms and information.

### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as required.

### **JOB-RELATED QUALIFICATIONS:**

#### **Knowledge of:**

- Physical makeup of music ensembles, conventional music library/cataloguing practices;
- Office software applications;
- Principles of record keeping and music library cataloging;
- Operational characteristics of apparatus, equipment, and materials used in musical preparation and presentation;
- Modern office procedures, and methods;
- Principles of supervision and training;
- Colleague/Ellucian;
- Basic accounting.

#### **Skill to:**

- Read music at a high level of proficiency;
- Effectively use modern office equipment, including computer equipment (Mac preferred).

#### **Ability to:**

- Prepare and maintain accurate records and inventory of musical documents and instruments;
- Organize distributions of music and other documents;
- Effectively organize multiple assignments;
- Provide assistance to students on matters related to music functions and techniques;
- Supervise and train assigned staff;
- Prepare and maintain accurate and complete records;
- Learn, interpret, and apply department policies, procedures, rules, and regulations;
- Interact effectively and sensitively with staff and students from diverse backgrounds;

- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work;
- Effectively communicate clearly and concisely, both orally and in writing;
- Lift up to 25 pounds;
- Be sensitive to, and have an understanding of, the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college personnel and students.

**Other Requirements:**

Must possess a valid California driver's license and have a satisfactory driving record.

**EDUCATION AND EXPERIENCE:**

A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

**Education:**

- AA or equivalent with significant course work in Music.

**Experience:**

- One year experience which includes a combination of two of the following: instrumental or vocal music ensembles; or reading music at a high level of proficiency; or cataloging music and inventorying music and instruments.

**PHYSICAL CHARACTERISTICS:**

The physical abilities involved in the performance of essential duties are:

- Communicate clearly and concisely, both orally and in writing;
- Ability to operate standard office equipment;
- Ability to sit, stand, walk, kneel, squat, reach, and lift 25 pounds;
- Work in an office/classroom environment;
- Ability to work flexible scheduling of work time, including evenings and weekends and rotational days off and/or off-setting shifts.