Part-time contract available in Music!

The Carleton University Choir is looking for an Administrative Assistant to assist the Choir Director in the day-to-day management of the Choirs on campus.

Responsibilities will include: tracking and distribution of music; attendance tracking; communications with members and faculty; publicity and recruiting; assisting with auditions; preparing learning resources for members; arranging concert logistics; program preparation; providing musical leadership in leading occasional sectionals and or warmups; and other duties as required.

The position would require approximately 6 hours per week, beginning in September 2018 and concluding in April 2019. Extra hours would be required towards the end of each term for choir performances. The ideal candidate would be able to attend all or part of the choir rehearsals on Wednesdays, between the hours of 11:30 a.m. and 5:30 p.m.

Pay rate will depend on experience and availability ($20-35/per hour).

Deadline to apply is August 31, 2018. Please send resume and cover letter to music@carleton.ca.