

SIMPSON COLLEGE JOB DESCRIPTION

JOB TITLE: Area Coordinator – Instrumental, Department of Music

REPORTS TO: Chair, Department of Music

BROAD FUNCTION: Facilitate and coordinate the instrumental area in the Music Department

PRINCIPAL DUTIES AND RESPONSIBILITIES

The Area Coordinator will function to:

- Act as a representative of the instrumental area and department to students, faculty and outside constituencies
- Act as an advocate for the mission of the department and the college to students and outside constituencies
- Act as mentor and facilitator for the faculty and staff in the instrumental area as assigned by the department chair
- Act as administrator for the instrumental area in accomplishing managerial tasks as assigned by the department chair

The Area Coordinator will be principally responsible for the following duties **in consultation with the department chair:**

- Periodically convening instrumental faculty and leading the studio assignment process when necessary and appropriate
- Serving as lead contact for students with concerns regarding instrumental studio placements
- Assisting new full- and part-time faculty in the instrumental area
- Serving as liaison to affiliate and adjunct faculty in the instrumental area
- Developing, instituting and monitoring an appropriate instrumental jury evaluation and assessment procedure
- Developing, instituting and monitoring an appropriate instrumental recital evaluation and assessment procedure
- Serving as representative to the department chair regarding the needs and concerns of the instrumental area
- Overseeing and monitoring all budget lines dealing with the instrumental area