

SIMPSON COLLEGE JOB DESCRIPTION

JOB TITLE: Area Coordinator – Voice, Department of Music

REPORTS TO: Chair, Department of Music

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

The Area Coordinator will function to:

- Act as a representative of the voice 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 voice area as assigned by the department chair
- Act as administrator for the voice 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 voice faculty and leading the studio assignment process
- Serving as lead contact for students with concerns regarding voice studio placements
- Assisting new part- and full-time faculty in the voice area
- Serving as liaison to affiliate and adjunct faculty in the voice area
- Developing, instituting and monitoring an appropriate voice jury evaluation and assessment procedure
- Developing, instituting and monitoring an appropriate voice recital evaluation and assessment procedure
- Serving as representative to the department chair regarding the needs and concerns of the voice area
- Overseeing and monitoring budget lines dealing with the voice, opera, and choral areas