

## UNIVERSITY OF MARYLAND SCHOOL OF MUSIC

**NOTICE OF STAFF VACANCY IN MUSIC ADMISSIONS:** Beginning February 2018

**POSITION:** Admissions Coordinator

**SALARY:** High 40's, commensurate with training and experience

**RESPONSIBILITIES:** The Admissions and Recruitment Coordinator will assist the Director of Admissions in recruiting students to the School of Music and will oversee aspects of summer and youth programs, including recruitment. Specific duties include:

- Engaging faculty in recruitment activities
- Marketing to and regularly communicating with students and parents
- Assisting with the admissions process for the School of Music, including but not limited to:
  - Processing applications
  - Working with the admissions database
  - Maintaining relationships with schools, parents, and teachers
  - Engaging in recruitment at schools and college fairs
- Overseeing all parts of any summer and youth programs, including but not limited to:
  - Managing the application and auditions process
  - Contracting faculty
  - Coordinating with Conferences and Visitor Services for on-campus lodgings
  - Ensuring programs meet all health, safety, and administrative requirements
  - Managing the schedule for participants, faculty, and staff
  - Hiring and supervising counselors

**QUALIFICATIONS:** Bachelor's degree required, preferably in music or arts administration. Undergraduate degree or coursework in music highly desirable.

Minimum qualifications: One to three years of experience in an academic and/or arts-related environment. Ability to speak well and present information clearly to students, parents and teachers; strong organizational skills; ability to prioritize competing demands; ability to work well with faculty and staff; computer skills required in database management, reporting, and mail merges.

Preferred qualifications: knowledge of music performance and literature.

**APPLICATION PROCEDURE:** For best consideration, please apply by **January 31, 2018**. Review of submissions begins on that date and continues until a successful candidate is named. Please do not send publications, letters of reference, or other materials at this time.

ALL APPLICATIONS MUST BE SUBMITTED ONLINE, at <https://ejobs.umd.edu>; click on STAFF and look for **position #104301**. Applications consist of a cover letter, resume, and at least three names of references with contact information, including mailing address, telephone(s), and email address.

**SCHOOL OF MUSIC:** The School of Music is a comprehensive arts institution housed in the Clarice Smith Performing Arts Center, a state-of-the-art complex with six performance venues, classrooms, and the Michelle Smith Performing Arts Library. It houses the two orchestras, three wind ensembles, a large, dynamic and varied chamber music program, the National Orchestral Institute, and other ensembles. The School of Music offers B.A., B.M., M.M. and D.M.A. degrees. Located less than an hour from the center

of the Nation's Capital, the University is linked by mass transit to the homes of two major orchestras (National Symphony Orchestra and Baltimore Symphony) and numerous celebrated performance venues including the Kennedy Center, the Smithsonian Museums, the National Gallery, and the Corcoran and Kreeger Museums. World-class research facilities near the campus include the Library of Congress, the Smithsonian Institution (which also houses Smithsonian Folkways Records), the Folger Shakespeare Library, and the National Archives and National Archives II.

The University of Maryland, College Park, actively subscribes to a policy of equal employment opportunity, and will not discriminate against any employee or applicant because of race, age, sex, color, sexual orientation, physical or mental disability, religion, ancestry or national origin, marital status, genetic information, or political affiliation. Minorities are encouraged to apply.

Links: <http://www.music.umd.edu>  
<http://theclarice.umd.edu/>