



Sewanee Summer Music Festival 2023 **Conference Services Liaison**

Appointment:

June 11th- July 18th, 2023

Reports to:

John Kilkenny, Executive Director
Residential Life Team Leader

Typical Duties and Responsibilities

Working directly with University Conference Services, Operations, and Executive Director, the Conference services liaison will be responsible for:

- Preparing student and faculty housing lists for the Conference Services department
- Assigning and maintaining a list of prox cards and keys for residence halls
- Faculty and participant check-in and check out
- Preparing residence halls for student arrival leading up to the week of the start of the SSMF
- Assisting with registration day/departure days for the SSMF
- Making sure that the dorms are ready to be turned over to Conference Services following check-out
- Assisting students and faculty with lockouts and other issues with their accommodations on campus
- Coordinating action on any health or housing issues with appropriate staff
- Serve as the primary point of contact for faculty and ResLife team with Conference Services

Education and Experience

- Experience leading teams
- Detail oriented
- Ability to work in a fast-paced environment
- Ability and experience working with pre-college students, including communicating with the parents/guardians of pre-college students
- A degree in education and musical background is preferred

Compensation

- Full room and board + an hourly rate, depending on experience. We expect the hourly rate to be between 12.50 and 15.00 an hour

Other information

- No prior conduct record
- Successful completion of a background check and drug testing
- This job requires heavy lifting and a combination of hours on your feet and moving equipment

[To apply, please visit our website \[ssmf.sewanee.edu/about-us/employment\]\(http://ssmf.sewanee.edu/about-us/employment\)](http://ssmf.sewanee.edu/about-us/employment)

About the Sewanee Music Center

Now in our 66th season, the Sewanee Music Center has evolved under the Direction of John Kilkenny, to become one of the most important cultural landmarks in the southeast region. Boasting two full orchestras, an extensive chamber music program, the Jacqueline Avent Concerto Competition, and our newly created OperaFest, and String Academy Program. The Sewanee Music Center is truly an internationally recognized classical music training center. Sewanee is distinguished by its world-class faculty, dynamic guest conductors, exciting repertoire, and amazing performance opportunities. Our host institution, the University of the South, sits high atop the Cumberland plateau and boasts 13,000 acres of hiking, biking, and nature trails.