

# The John G. Shedd Institute for the Arts

868 High Street, Eugene, OR 97401  
PO Box 1497, Eugene, OR 97440-1497

Telephone: 541/434-7000  
Web Sites: [www.theshedd.org](http://www.theshedd.org)

## Job Posting: Music School Operations Assistant

**HOURS:** Full time; flexibility to work some evening and weekend hours for special events and concerts  
**COMPENSATION:** \$17.15/hour, salary track.

*The John G. Shedd Institute for the Arts is a 30 year old non-profit performing arts company, music school, and owner of a 70,000 sq. ft. building that serves Oregon with year-round professional performances, educational programs, and venue rentals for non-profit organizations.*

### RESPONSIBILITIES:

The Shedd Community music school is looking for a dependable individual to assist the Director of Education with day-to-day tasks involved with the running of the school; this will involve clerical work as well as interacting with students and teachers in person, over the phone, and via email. Primary projects working under the direction of the Assistant Director of Education may include, but are not limited to clerical work, assisting with the school's Music & World Cultures programs, working with students and teachers to manage lesson schedules and student accounts, assisting with classes, camps, and student performances as needed, and assisting with the Road Scholar program and participants during the Oregon Festival of American Music.

### QUALIFICATIONS and ATTRIBUTES:

- Flexible schedule with availability to work weekdays, evening, weekends, and holidays
- Strong communication and customer service skills. Ability to remain friendly, professional, and courteous under pressure.
- A proven combination of attention to detail, and the ability to see the larger scope of a project
- Ability to work collaboratively as part of a complex team and to work within established guidelines and systems.
- Having any musical or theatrical experience is a plus.
- Professional appearance appropriate for customer-facing position.

### APPLICATION PROCEDURE:

- 1) Submit a cover letter and résumé.
  - a. Cover letter should indicate your interest in this position, the extent of experience in the above areas of responsibilities, and your professional goals.
  - b. Résumé should include contact information of at least 3 references familiar with your qualifications.
- 2) No phone calls please.

### SUBMIT APPLICATION TO:

Heidi Turnquist, Director Education  
Email submissions to: [jobs@theshedd.net](mailto:jobs@theshedd.net) or mail to:  
The Shedd, PO Box 1497 Eugene OR 97440-1497  
(Physical address 868 High Street, Eugene)

*The mission of The Shedd Institute is to be an education and performance center where people find and nurture community through discovery, creation and celebration.*