

LAKESHORE WIND ENSEMBLE ASSOCIATION

Independent Contractor Opportunity

LAKESHORE WIND ENSEMBLE ADMINISTRATOR

LWE ADMINISTRATOR. The Administrator of the Lakeshore Wind Ensemble is an independent contractor responsible for the day-to-day operations and administration of the Association.

DUTIES. The duties of the LWE Administrator include, but are not limited to the following:

- set up the rehearsal area (*i.e.*, UWGB, Manitowoc Campus, L126 band room) for all LWE and LBB rehearsals;
- prepare music folders (copy and insert music in folders by instrument parts) for each concert prior to first rehearsal;
- set up order of pieces for rehearsal to project on screen;
- maintain and update list (contact information) of LWE and LBB members;
- in conjunction with the music director, keep track of attendance;
- keep records of all donations to the LWEA; coordinate with Treasurer for deposit;
- send thank-you cards to donors, with complimentary ticket vouchers (as appropriate);
- prepare all correspondence for the LWEA;
- submit bills to the Treasurer for timely payment;
- organize, inventory, and maintain the music library so that music is readily accessible;
- keep inventory of LWEA-owned instruments, uniforms, *etc.*, check out instruments to members, and maintain records of loaned instruments;
- ensure that all equipment arrives at the CCC in time for dress rehearsals;
- ensure the CCC has up-to-date seating charts for each concert;
- provide LWE and LBB musician lists to CCC for complimentary tickets;
- provide concert dates and titles to CCC for timely printing of concert tickets;
- secure dress rehearsal and concert dates with the CCC;
- order music and other materials or equipment for the LWEA;
- assist with the design of the LWEA season ticket brochure;
- coordinate the bulk mailing of the season ticket brochure;
- distribute information from the Board to the LWE and/or LBB membership;
- manage the biennial Young Artist Competition;
- manage the Two Rivers summer concert, including supervision of transport of equipment and stage set-up;
- help plan the annual LWEA banquet; and
- help plan any social activities (*e.g.*, LWEA Christmas party).

COMPENSATION. The LWE Administrator is a part-time hourly position, with wages commensurate with experience. Compensation, paid bi-weekly, will be reported on IRS Form 1099-NEC, with no withholding. Administrator is responsible for reporting income and paying any required federal/state taxes.

TIME COMMITMENT. The LWE Administrator is a part-time position, with flexible hours. In the past, the Administrator has averaged about ten hours per week. The Administrator is generally expected to be present at LWE rehearsals (Tuesdays, 6:00-8:00 PM) and at LBB rehearsals (Wednesdays, 6:00-8:00 PM) during the concert rehearsal season (September – May). More hours are required during concert weeks.

RESOURCES PROVIDED. The LWEA provides the Administrator with (i) office space in UWGB-Manitowoc Campus (and building access); (ii) laptop with access to LWEA website (lakeshorewindensemble.org) hosted on the UWGB server; (iii) VOIP line (phone and voicemail), accessible during the UWGB academic year; (iv) mail delivery and service at UWGB-Manitowoc Campus; and (v) LWEA stationery, envelopes, and other office supplies.

REQUIREMENTS/SKILLS. The successful candidate will have an undergraduate degree or equivalent experience, possess an energetic personality, good people skills, and a willingness to promote the LWE/LBB. The successful candidate must have good computer skills, be comfortable speaking in public, and at least a rudimentary knowledge of music. The successful candidate need not be an LWE/LBB member.

REPORTING. The LWE Administrator reports to the LWEA Board of Directors.

CONTACT. Persons interested in this position should contact David Scherer, LWEA Board President, at lwea.mja83@gmail.com or 920-684-0870.