



UWGB Summer Camps 2012

Application for Music Camps Student Assistants

Return this application to Summer Camps Office, Outreach and Extension CL 204.

NAME _____

SCHOOL PHONE HOME PHONE _____

SCHOOL ADDRESS _____

HOME ADDRESS _____

Age _____ Drivers License # _____

EDUCATION: Present Standing: Freshman____ Sophomore____ Junior____ Senior____ Graduate____

ANTICIPATED YEAR OF GRADUATION: Month_____ Year_____

Major_____ Minor_____

Are you eligible for work/study?_____ If so, have you completed forms for '12-'13?_____

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. Why are you interested in working with the Summer Music Camps?

2. On the reverse are job descriptions for the different positions available. What experiences have you had which would be beneficial to these positions? If you have special skills that would be specific to one of the jobs, please describe them.

Primary Responsibilities:

All Music Camps Student Assistants will provide administrative support to help assure a smooth running of the Middle School and High School Music Camps.

Supervisor:

Music Camps Director Kevin Collins; under the general administration of the Director of Camps and Conferences: Youth Opportunities Summer Camps Program.

Job Duties:

A. Music Assistant

1. Assist with duplication, room set-up, gathering materials, etc., prior to and during the Music Camps
2. Move instruments and equipment as needed by the Camp instructors.
3. Set up rooms (including University Theatre, Ft. Howard Hall, and Studios One and Two) for instrumental and choral rehearsals and performances. Assistants will be assigned to specific spaces.
4. Assist Library Coordinator as needed.

B. Percussion Assistant

Perform all duties of the Music Assistant with emphasis on percussion equipment needs for all rehearsals and performances.

C. Library Coordinator

1. Perform duties of Music Assistant as needed.
2. Hang directional signs prior to Music Camps; remove all signs following Camps
3. Assist the Office/Financial Assistant with Commuter Registration.
4. Sort Library music into appropriate folders. Re-file music following use.
5. Prepare overheads and hand-outs as needed by instructors.
6. Oversee all Library activities.

D. Perform duties of Music Assistant as needed.

1. Compile attendance sheets every day. Report missing students to the Camp Director immediately.
2. Oversee Commuter Registration:
 - a. collect any payments due
 - b. sell commuter lunch passes
 - c. assure accurate check-off of arriving students
 - d. distribute Commuter t-shirts
 - e. prepare master copy of check-in; report any no-shows

Compensation:

Students are paid through student payroll as monthly student lump sum payments. Paychecks are deposited directly into your bank account. Actual allowed amounts are determined by Professor Collins, taking into account the job duties and responsibilities and the number of weeks worked.