



PSAC Job Description

Job Title	Music Events Coordinating Assistant	Rate of Pay	Per the CA
Classification	Student Assistant IV	Approved	2026

Job Summary

To assist with organizing and promoting School of Music events.

Primary duties:

1. assist Music office staff with the coordination of concert and event logistics (piano moves, personnel)
2. assist with social media strategies and initiatives
3. disseminate social media content and gather photos/bios/videos for promoting events
4. communicate concert schedules and upcoming events to campus
5. other relevant duties as assigned

Qualifications

Skillset:

1. Considerable advanced skills and judgment
2. Ability to work independently and/or with others effectively
3. Ability to communicate clearly and effectively, including offering support and guidance
4. Strong attention to detail, excellent problem solving skills and self-motivated

Education:

1. Preference given to current 3rd-4th year School of Music student
2. Recent graduate of School of Music may be considered
3. Strong academic standing

Experience:

1. Experience creating and managing professional social media accounts is an asset
2. Graphic design, Infographics and Video editing experience is an asset

Working Conditions

1. Work with minimal supervision
2. Working hours may include day, evening or weekend shifts, as needed

Alternate Job Titles may include:

1. Concerts Coordinating Assistant
- 2.