

Mariachi Program Coordinator

Position Details

Position Information

Position Title	Mariachi Program Coordinator
Position Classification	Staff
Employment Type	Full-Time
Benefits	Full Time Benefitted
Department	Student Affairs

Summary Promote Mariachi at WNMU and in the community. Direct Mariachi and Pep Band Ensembles. Act as the point person for the Mariachi program and be responsible for issues as co- building supervisor, supporting athletic events, department events and support the requests of the president's office. Community interface. The responsibilities include but are not limited to rehearsing the ensembles, maintaining equipment and uniforms, scheduling performances, and recruiting students into the ensembles.

Duties

1. Serves as the musical director/primary contact on matters of the Mariachi program.
2. Continues to build, instruct, and conduct Mariachi Music Ensemble.
3. Works closely & cohesively with Student Affairs, External Affairs, Cultural Affairs, and Expressive Arts on program activities.
4. Answers questions and provides information about the program's activities, functions, and facilitates resolution of concerns, issues, and problems. This includes responding to emails and voicemails in a timely manner as well as attending and participating in meetings. Refers complex inquiries to supervisor for resolution.
5. Responsible for event coordination for WNMU and off campus events.
6. Recruits students to WNMU and the Mariachi program. Schedules recruiting trips and events well in advance to allow for optimal collaboration. (Promoting/recruiting the program and ensembles in the New Mexico, Texas, and Arizona area are priorities.)
7. Assists with scholarship application and selection in coordination with Financial Aid by required dead-lines.
8. Plans budgetary needs and track expenses, in a timely manner, for events by working closely with Student Affairs and Business Affairs.
9. Coordinates all aspects of travel for off campus music events: arranges transport and supervise WNMU students to special music program events, facilitates the completion of travel requests and all necessary arrangements in advance to be in compliance with university guidelines / deadlines.
10. Responsible for providing detailed, accurate, complete, signed receipts of all purchases / expenses including but not limited to P-card, PO, petty cash, etc. to Student Affairs 24 hours prior to the WNMU Purchasing Dept. deadlines.
11. Maintains confidential files and records of division information. Collects, compiles, and prepares materials, statistics, and documents for annual strategic planning sessions. Assists in preparation of paper, electronic documents, and communications. Reviews documents and electronic resources, as per departments activities or needs, including but not limited to advising needs.
12. Coordinates with Expressive Arts on performance needs/scheduling in Parotti Hall as well as building maintenance requirements.
13. Coordinates with Expressive Arts Department Chair on academic Mariachi ensemble course scheduling and instruction. Will also serve in instructing Applied and Summer Music courses with compensation and supervision under a separate contract each semester.
14. Complies with all policies, procedures, guidelines and regulations within Student Affairs and Western New Mexico University.
15. Performs other duties as assigned.

Education/Background

Bachelor's Degree or equivalent of education and experience required. Masters' degree in Music or related field preferred. Proven experience equivalent to six years full time with Mariachi music, including performing and directing in various music genres or styles, ensembles, drum line, pep bands, and applied music lessons.

Job Knowledge

Knowledge of Music, styles, performance standards and the music industry; knowledge of instrument maintenance and repair; skill in maintaining confidential records and information; skill in the application of judgment in the release of information to authorized persons; skill in the following complex oral and written direction and instructions, policies, and procedures; skill in using office tools, such as operating a desktop computer, telephone, email, Facebook, calculation, color copier, iPad, and computer based music software; skill in preparing a variety of records, correspondence using appropriate format; skill in communicating professionally and courteously to all inquiries; skill in coordinating multiple projects; skill in establishing and maintaining effective working relationships with faculty, students, university staff, parents, state and local agencies, and the general public.

**Working Conditions/
Physical Demands (With
or Without
Accommodations)**

Normal classroom environment, will travel when needed. Must be able to lift 50lbs. Some physical effort required to maintain, load and transport instruments and equipment and participate with walking/marching band. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.

Other Requirements

1. Requires a valid driver's license.
2. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

Location

Silver City-On Campus

Salary Range

\$50,000

Advertising Summary

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * What is the highest level of education attained?
 - GED
 - High School Diploma
 - Associates Degree
 - Bachelors Degree
 - Masters Degree
 - PHD
2. * Do you have experience that is equivalent to 6 years (full time) with Mariachi music, including performing and directing in various music genres or styles, ensembles, drum line, pep bands, and applied music lessons?
 - Yes
 - No

Documents Needed to Apply

Required Documents

1. Resume/CV
2. Cover Letter
3. Unofficial Transcripts
4. Portfolio
5. Leadership Statement

Optional Documents