



## **JOB DESCRIPTION: MUSIC ASSISTANT**

**Rev. 01/20/2022**

**Job Title: Music Assistant**

**Reports To: Resident Music Director**

**Department: Artistic**

**FLSA Classification:** Full-Time, Non-Exempt, Seasonal

**Wage/Compensation:** \$17/hour; housing, insurance, paid time off and paid holidays provided

Our goal is to be a diverse workforce that is representative, at all job levels, of the community we serve. Goodspeed Musicals is committed to creating an equitable, inclusive, and accessible workplace environment, and is proud to be an Equal Opportunity Employer. Women, non-gender binary/trans individuals, BIPOC (Black, Indigenous, and People of Color), and people with disabilities are **STRONGLY** encouraged to apply.

**General Statement of Job Function:** Serve as the primary assistant to the Resident Music Director in support of all of Goodspeed's artistic product, including productions at The Goodspeed and The Terris Theatre.

### **Primary Duties and Responsibilities:**

- Receive, catalog and return materials from licensing houses and composers/librettists, in coordination with Artistic Administrator
- Coordinate the delivery of materials from rehearsals to and from arrangers and orchestrators
- Update and maintain scores, vocal books and orchestra parts and, with the music directors, assuring materials are accurate and up to date at all times
- Accompany rehearsals as necessary
- Perform in orchestras at the Goodspeed and/or the Terris Theatre when requested
- Program keyboards
- Maintain music department keyboards, computers and peripherals
- Maintain & upgrade music department software
- Obtain and maintain instruments for onstage use when requested
- Participate in load-in and load-out of orchestra rehearsal and performance spaces
- Maintain the music department office in work-ready condition

### **Other Duties and Responsibilities:**

- Serve as music assistant to the Festival of New Musicals, the Johnny Mercer Writers Grove and the NYU Tisch Graduate Musical Theatre Program Residency at Goodspeed
- Provide music support for Marketing and Development events and Education programs as requested

**Required Qualifications & Skills:** Proficient at Finale and Sibelius notation programs; skilled pianist; skilled sightreader; skilled keyboard programming including MainStage

**Preferred Qualifications & Skills:** Proficient with Logic, Ableton and other DAW's

- Start: Monday, January 1st, 2024
- End: Tuesday, December 31st, 2024

**\*\* APPLICATION DEADLINE: Friday, December 1st, 2023 \*\***

**How to Apply:** Interested candidates should please email your resume, cover letter, and any media links of your work (if applicable) to:

Adam Souza, Resident Music Director  
[GoodspeedMusicAssistant@gmail.com](mailto:GoodspeedMusicAssistant@gmail.com)