



FCMoD, Nonprofit Partner
408 Mason Court
Fort Collins, CO 80524
970.221.6738
www.fcmod.org

POSITION DESCRIPTION

MUSIC ASSISTANT

Up to 20 hours a week (hourly)

Coverage: Saturday and Sunday (9am–5pm), Friday nights (4pm-8pm) and as needed

The Music Assistant at the Fort Collins Museum of Discovery (FCMoD) assists with the day-to-day operation of approximately 4,000 sq ft of highly interactive music exhibits and its programming. The primary focus of this position will be responsible for the daily care, light maintenance, and involvement in music public programs.

The ideal candidate will be confident and charismatic, with the ability to communicate effectively with visitors and colleagues. In addition, the candidate must be a self-starter with a basic knowledge of music and possess the ability to engage a wide variety of audiences, including youth and teens.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Reports to the Music Curator
- Ability to engage and inspire people of all ages in music – with an emphasis on youth and teens – through excellent communication and interpersonal skills
- Assists music staff with a variety of music programs presented to the general public, including drop-in activities, fee-based programs, special program events, and more, based on designed lesson plans
- Maintain a variety of supplies for programs and permanent exhibits, including mouthpiece sanitizing and stocking consumable supplies
- Daily startup and shutdown of music exhibits in the main gallery
- Assists other music staff with music concepts for new program development, as directed and needed
- Basic understanding of music principles, including the ability to care for and tune a variety of musical instruments
- Knowledge of musical equipment and techniques, including a basic knowledge of mixing, recording, and music production hardware and software
- Work with staff and volunteers to assist with successful delivery of public programs
- Assist other museum departments and/or perform other duties, as necessary
- Work, as needed, over peak museum visit times, including the end-of-year holiday season and other identified busy times at the museum
- Adhere to the policies, procedures, and standards of conduct set forth by FCMoD

KNOWLEDGE, SKILLS, & ABILITIES

- Enjoys interacting, educating, and engaging people and general museum visitors
- Ability to communicate effectively both orally and in writing
- Ability to engage a wide audience, from young children to adults to school and family groups
- Be detail-oriented, calm under pressure, and willing to both learn and teach
- Proficiency with computers, including Microsoft Office and the internet
- Ability to keep and maintain accurate records.
- Ability to work in a fast-paced environment, able to analyze situations, responding quickly to deliver effective solutions.
- Ability to establish and maintain effective working relationships with co-workers.

EDUCATION & EXPERIENCE

Basic working knowledge and interest in music required. Technical coursework or equivalent experience/expertise in music, communication, or informal education settings preferred. Prior experience working in a museum or educational environment a plus.

LANGUAGE SKILLS

Ability to effectively and concisely present information and respond to questions from the general public and co-workers. Ability to write reports, business correspondence, and procedural guidelines.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities of museum employees but may direct museum volunteers and/or interns.

VALUES-BASED BEHAVIORS

- Listens attentively to others. Asks clarifying questions to gain a better understanding of the other person's views and assumptions
- Works effectively in a team environment and actively participates in joint problem solving; willingly cooperates with co-workers
- Identifies and takes advantage of opportunities for personal and professional development
- Comes to meetings prepared and on time; honors work commitments; follows through on commitments; meets deadlines
- Collaborates with other work groups and outside organizations as appropriate, in a proactive and responsive manner
- Honors the private and confidential matters of co-workers. Protects the proprietary and confidential information of FCMoD



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PHYSICAL DEMANDS

While performing the duties of this job, employee is regularly required to stand, walk, and sit; extended periods of walking and moderate physical activity required. Use hands to feel and manipulate tools and materials, and reach with hands and arms. Employee must frequently lift and/or move up to 50 pounds. FCMoD adheres to requirements set forth by the Americans with Disabilities Act (ADA).

CERTIFICATES, LICENSES, & REGISTRATIONS

A valid state-issued driver's license is required.

APPLICATION PROCESS

Submit electronic cover letter, resume, and three professional references to: Nick Duarte, nduarte@fcmod.org. Applications will be reviewed and selected candidates will be interviewed. Additional analysis may be conducted. Hiring is conditional upon a successful background check; additionally, a drug screening may be required.

FOR OFFICE USE UPON HIRE

I have reviewed and understand the essential functions of this job description and am able to perform each function with / without (circle one) accommodation. I further acknowledge that this job description is a general description of the duties of this position and changes in responsibilities may be required periodically by my supervisor.

Signature

Date