

Student Employment Job Description

Visual Arts and Music

Event Assistant

Job Title:	Music Assistant: Events Assistant
Department:	Visual Arts & Music Dept
Rate of Pay:	2026/27 AY \$15.00 Per Hour
Location:	Columbia College 1001 Rogers St. Columbia, MO 65201
Posted Date:	August 22, 2026- August 19, 2027
Supervisor:	Emily Edgington, Instructor
Purpose/Summary:	The student worker will assist the Visual Arts & Music Department with preparation, setup, event operations, and post-event wrap-up for music performances, rehearsals connected to events, guest artist activities, workshops, and other department-sponsored events. This position primarily supports events connected to the Columbia College Jane Froman Singers, Columbia College Treble Choirs, and related Visual Arts & Music programming. Evening and weekend availability is required for selected events. The student worker may also assist with selected recruitment-related tasks.
Essential Functions:	• Assist with preparation for music events, concerts, workshops, guest artist visits, and department-sponsored performances. • Help set up event spaces, including chairs, music stands, tables, signage, programs, check-in materials, and other supplies. • Assist with event-day logistics, including check-ins, audience flow, guest support, and coordination of event materials. • Prepare and organize event materials such as programs, folders, name tags, directional signs, handouts, and hospitality supplies. • Serve as an on-site student assistant during assigned events and respond to supervisor direction.

	• Support front-of-house tasks, which may include greeting guests, distributing programs, helping with seating, directing attendees, and supporting accessibility needs. • Monitor event spaces before, during, and after events to help ensure they remain organized, safe, and presentable. • Assist with post-event teardown and cleanup as directed. • Communicate availability, schedule conflicts, and event-related updates in a timely and professional manner. • Follow college policies, department procedures, and supervisor instructions related to event operations, safety, guest interaction, and use of college spaces. • Assist with recruitment-related tasks, which may include preparing merchandise bags, tracking inventory, communicating supply needs, and suggesting affordable recruitment merchandise ideas. • Perform other related duties as assigned within the scope of student employment.
Qualifications:	• Current Columbia College student in good academic standing. • Interest in music, performing arts, event planning, arts administration, hospitality, recruitment, or campus programming preferred. • Reliability, punctuality, and ability to follow through on assigned tasks. • Strong communication, interpersonal, customer service, and organizational skills. • Ability to work professionally with faculty, students, staff, guest artists, performers, and community members. • Ability to work independently and as part of a team, with or without direct supervision. • Ability to manage time effectively and respond appropriately in a fast-paced event environment. • Ability to follow written and verbal instructions. • Basic proficiency with email, calendars, Microsoft Office or Google Workspace, and other commonly used technology. • Ability to maintain professionalism and confidentiality when supporting department events. • Evening and weekend availability required for selected events.