Job Profile

Job Profile Name:	Opera Event Assistant
Job Code:	CADC-00009
Employee Group:	AMUSE Casual

Job Summary:

Under the direction of the immediate supervisor, the incumbent may perform some or all of the listed general administration functions. These functions are of high complexity and the incumbent performs them using general instruction.

Typical Functions:

1. Schedules and maintains student coaching and assignment requests.
2. Coordinates pre-performance and post-performance receptions such as the Opera McGill experiences.
3. Assists with planning of events, such as travel arrangements, recruitment, classroom setup and exams.
4. Posts social media content to various platforms such as Twitter and Facebook.
5. Processes data, financial transactions, reports and registration forms as required.
6. Processes letters of request from director of Opera Organizing and Archiving.
7. The list of functions outlined above is representative and not a complete and detailed list of tasks which may be performed by an incumbent.

Minimum Education, Certification and Experience:

- High School Diploma with two years of relevant experience in the field of work