



Student Labor Position Description

Single WLS Level Form

Department Name: Music

Org. #: 2152

Position Title: Choir Business/Tour Manager

WLS Level: 3 Position Code: S61109

Contract Hours: As defined by the status form and/or the grade level descriptions

Current Revision Year: 2010

WORK-LEARNING-SERVICE LEVELS (WLS)

- **WLS 1 – Entry Level** – This level is assigned to the following:
 1. All entering students during the first year of enrollment (or first term if entering mid-year); and
 2. Students of any classification whose work is characterized by highly structured tasks or outcomes, relatively low level or number of skills required, typically repetitive or routine tasks, and requiring direct supervision of worker results
- **WLS 2 – Intermediate Level** – This work typically involves less direct supervision than WLS Level 1, perhaps more work variety, and requires some independent exercise of judgment along with an increasing knowledge of the job.
- **WLS 3 – Skilled Level** – The work is typically skilled, requires little direct supervision, requires independent judgment on procedures, and has variety and depth. The work includes helping in the training of others and the expectation of contributions toward improvement of the way work is carried out.
- **WLS 4 – Advanced Level** – Normally involves the supervision of other students, the ability to apply advanced skills, and the capacity to assume higher levels of responsibilities for departmental operations. As with WLS Level 3, the work is typically skilled, requires little direct supervision, allows for independent judgment on procedures, and has variety and depth. The work includes helping in the training of others and the expectation of contributions toward improvement of the way work is carried out. Labor Departments may require WLS level 4 positions to be more than the minimum 10 hour commitment; if so, the Status Form will reflect this requirement.
- **WLS 5 – Management Level – Must be a 15 hour commitment – Allocation of a WLS Level 5 is limited and must be approved by the Dean of Labor / Labor Team.** *Prerequisite: One term at WLS level 3 or 4 and no forms of academic, labor, or social probation.*

This level demands an understanding of departmental policies and relationships. Students are expected to develop and model strong interpersonal / communication skills in the workplace. In addition, students must demonstrate autonomy, high level skills, and assume advanced level responsibilities for departmental functions and/or programs. This level is assigned to the following:

 1. Student managers in the department; or
 2. Students responsible for managing highly technical positions within the department; or
 3. Master level student artisans
- **WLS 6 – Director Level – Must be a 15 hour commitment – Allocation of a WLS level 6 is limited and must be approved by the Labor Program Council.** *Prerequisite: One term at level 4 or 5 and no forms of academic, labor, or social probation...*

Students assigned to this level serve as role models as workers and as students, displaying behaviors and values that are consistent with the Berea College Workplace Expectations -- both on and off the job. These positions require the highest levels of worker autonomy, advanced skills sets, and supervisory responsibilities for individuals, student managers, and departmental operations. Students must be involved in the following:

 1. Supervision of other student managers; or
 2. Supervision of students in highly technical positions
- **WLS UC -- Unclassified** – The positions of Student Government Association President, Campus Activities Board chair, chimes Editor, and pinnacle Editor are unclassified. These positions involve the highest levels of autonomy and responsibility as in the case of WLS level 6 positions.

I. WLS Level: 3

II. Description of Duties for This Position:

- A. Assists the Director of the Choir by being in charge of correspondence, car and travel arrangements for all off-campus tours and trips of the Concert Choir and Chamber Singers. Includes working directly with the performance venues to book concerts, setting the schedule, taking care of performance details, arranging for housing, meals, and transportation, and budgeting.
- B. Serves as an elected officer of the Concert Choir, with all its duties and obligations as specified in the Constitution of the organization. Among other responsibilities, the Business Manager must attend meetings of the officers and assist the Director in determining choir grades at the conclusion of each semester.
- C. Perform other job-related duties as assigned.

III. Learning Opportunities for This Position:

- A. An understanding of the importance of initiative; awareness of job-related needs; ability to identify problems; analytical ability; problem-solving ability; and an understanding of the role of regulations and leaders.

- B. The student will learn the process of making concert and travel arrangements for a large music ensemble, including concert promotion, lodging, transportation, routing, meals, and scheduling.
- C. The student will learn and practice budgeting techniques and procedures.
- D. The student will learn public relations skills.
- E. The student will learn how to write proper business letters.
- F. As a regular choir officer, the student will learn about the day-to-day administrative operations of the Concert Choir and will participate in the administrative structure. The student will also learn supervisory skills.

IV. Qualifications Needed For This Position:

- A. General: Leadership, responsibility, organization.
- B. Skills: good communication skills, especially letter-writing; computer skills (basic word processing, database, spreadsheet, and e-mail.)
- C. Academic: Must be a member of the Berea College Concert Choir (MUS 131) and must be elected to the office by the choir membership.
- D. Desirable qualifications: personable, independent worker, energetic.