
Music Administration Resume

Job Objective

To obtain Music Administrator position with reputable business where my skills and experience can be a positive contribution to company

Highlights of Qualifications:

- Remarkable experience with general music instruction and administration
 - Good understanding & appreciating music
 - Familiarity with music technology curriculum and class instruction
 - Ability to teach via online music delivery
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Professional Experience:

Music Administration
Scottish Arts Council, Washington, PA
March 2005 – Present

Responsibilities:

- Managed arrangements for meetings and aided artform activities.
 - Handled distribution of papers documents meetings.
 - Drafted minutes and notes of meetings and formulated action sheets.
 - Maintained filing and records systems and scheduled appointments.
 - Documented purchase orders and outlined expense claims forms.
 - Updated information with regard to Music Department events.
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Education:

Bachelor's Degree in Music Education
Judson University, Elgin, IL

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