
MUSIC ASSISTANT RESUME

Objective:

To obtain the Music Assistant position and utilize my experience and skills for the successful completion of each job task.

Summary of Skills:

- Remarkable experience in chorals
- Ability to read and understand music
- Ability to work with staff and volunteers
- Ability to check requests, reimbursement forms and ordering supplies
- Ability to ensure that all music program information is current and correct.

Work Experience:

Music Assistant
The Bristol, Joliet, IL
August 2005 to till date

- Attended staff in music planning meetings as needed.
- Managed sheet music, ordering, distributing to choirs and musicians.
- Maintained equipment, ordering high school choir uniforms.
- Ensured performance equipment are available and in good condition.

Music Assistant
First Presbyterian Church, Joliet, IL
May 2000 to July 2005

- Administered schedules, calendars, subscriptions, appointments, correspondence.
- Administered communication, event programs and choir newsletters.
- Managed tracking music department budget items, event costs and registrations.
- Organized events including room reservations, parking arrangements and childcare.

Education:

Associate degree in Music
St. Francis University, Loretto, PA

[Build your Resume Now](#)