

Student Employment Guidelines

A variety of job opportunities are available to students seeking employment on campus; however, pursuit of jobs within the Conservatory will require persistence and the willingness and ability to demonstrate your qualifications for the available positions. When considering employment through the conservatory, please be aware of the following:

- **While school is in session**, students may work on campus **up to 20 hours** per week.
- All students may apply for positions at the conservatory; however, **priority must be given** to those participating in the **Federal Work/study** program.
- **International Students with F-1 visas** must speak with **Ruby Pleasure**, our International Student Advisor, regarding USCIS (U.S. Citizenship and Immigration Services) guidelines about permissible employment. You may contact Ruby by phone at **415-503-6228** or email at rap@sfc.edu.
- **Students with multiple campus jobs** will be asked to relinquish one of their positions if the total number of hours exceeds 20 hours per week.

Every year, students must reapply for positions within the school.

Before seeking employment opportunities through the Conservatory, you will need to submit a student application form, with an updated resume (CV), to **Michael Patterson, Human Resources Manager**. You may contact Michael by phone at **415-503-6237** or by email at mpatterson@sfc.edu.

Once you have completed your application form, please:

1. Contact departments with current job openings. Please be ready to:
 - a) Provide a copy of your resume (CV) and
 - b) Interview for available positions.
2. Identify backup alternatives, in case the position that interests you the most is not available.

Once you have been offered a position, and the offer has been approved, you will need to:

1. Contact **Michael Patterson in Human Resources (room 406)** to complete the necessary forms required to add you to our payroll system.

You will need to provide documentation that established your identity (such as a driver's license) and right to work in the United State (such as a Social Security card). Some documents, such as a US Passport, will establish both your identity and right to work in the United States.

2. **If you are on an F-1 Visa**, you will need to obtain a Social Security card once a job offer has been approved. Please contact Ruby Pleasure, our International Student Advisor, to obtain a letter you will need to provide the Social Security office.

Once you have obtained a Social Security number, please contact Human Resources to complete the remaining paperwork. You may begin working only after you have a Social Security number and have completed the new hire paperwork.

Please feel free to drop by Human Resources (room 406) or contact Michael Patterson by phone (415-503-6237) or email (mpatterson@sfc.edu) if you have any questions regarding the steps above.

Student Employment Contact List

➤ Concert Office

Supervisor: Seth Ducey (psd@sfc.edu)

Job Title: SFCM Performance Staff

Performance Staff members are responsible for the staffing of all concerts, recitals and other special events. Positions include state manager, house manager, usher, and crewperson. Typically, work will be available during evening and weekend hours. Performance Staff members must be willing to move pianos, other large instruments and many chairs and music stands. Patience, punctuality and an ability to work collaboratively as members of a team are qualities are desirable qualities for this position.

➤ Library

Supervisor: Corrine Forstot (cforstot@sfc.edu)

Job Title: Desk Worker

This position require a commitment of 5 to 10 hours per week during the library's semester operating hours, which are Mondays through Thursdays, 8:30 AM to 9:30 PM; Fridays from 8:30 AM to 5:00 PM, Saturdays from 9:00 AM to 3:00 PM, and Sundays, from 2:00 Pm to 9:00 PM. Desk workers are required to adhere to a set schedule at the circulation desk; these hours will be determined by a student's availability and the library's coverage needs. One hour a week is available for collection maintenance tasks.

➤ Office of Advancement - Development

Supervisor: Elise Kopesky (ekopesky@sfc.edu)

Job Title: Student Assistant

The Office of Advancement is responsible for external affairs for the Conservatory. The Development branch is primarily responsible for fundraising. Students are needed to participate in donor cultivation projects, staffing fundraising events, and preparing materials for meetings.

➤ Office of Advancement - Communications

Supervisor: Christopher Basso (cbasso@sfc.edu)

Job Title: Student Assistant

The Communications branch of the Office of Advancement is responsible promoting the Conservatory of Music to the general public. Students are needed for the production of internal recital and concert programs and other related activities.

➤ Orchestra Office

Supervisor: Michael Schroeder (mds@sfc.edu)

Job Title: Orchestra Crew

Working under the direction of the Crew Manager, crew members set-up and strike chairs, stands, risers, the conductor's platform and sound shields (when necessary) before and after orchestra rehearsals and performances, as well as chairs and stands for other ensembles (brass and woodwind).

- **Recording Studio**
Supervisor: Jason O'Connell (joconnell@sfc.edu)
Job title: Recording Engineer

Recording Engineers operate electronic equipment used to record audio and video content for recitals and provide audio/video assistance for live events, master classes and lectures. Students be trained to use all equipment in the studio.

Other Departments where Employment May be Available

- **Administration**
Supervisor: Jennifer Seaman (jseaman@sfc.edu)
- **Admissions**
Supervisor: Melissa Cocco-Mitten (mcocco@sfc.edu)
- **Business Office**
Supervisor: Filiz Caglayan (fcaglayan@sfc.edu)
- **Facilities**
Supervisor: David Mitchell (dlmitchell@sfc.edu)
- **Financial Aid**
Supervisor: Doris Howard (dbh@sfc.edu)
- **General Education**
Supervisor: Jill Ferguson (jferguson@sfc.edu)
- **IT Department**
Supervisor: Jeff Fisher (jaf@sfc.edu)
- **Music to Go**
Supervisor: Elizabeth Lowry (elowry@sfc.edu)
- **Preparatory Division**
Supervisor: Debra Tully (prexta@sfc.edu)
- **Reception**
Supervisor: Jan Vierra (jlviera@sfc.edu)
- **Registrar**
Supervisor: Erika Johnson (emj@sfc.edu)

SAN FRANCISCO CONSERVATORY OF MUSIC STUDENT EMPLOYMENT APPLICATION

Date	First Name	Last Name
Address (Street)		City
		Zip Code
Primary Phone Number		Email Address
Major Instrument		<input type="checkbox"/> Frosh. <input type="checkbox"/> Soph. <input type="checkbox"/> Jr. <input type="checkbox"/> Sr. <input type="checkbox"/> Grad. <input type="checkbox"/> Post Grad. <input type="checkbox"/> Other

If Applicable, please list previous employment experiences, with the most recent employer at the top.

Employer	Job Title	Dates Employed
Please describe your job duties		

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Please describe your job duties		

Please rank areas of work you are willing to consider:

- | | |
|--|---|
| <p>_____ Concert Office</p> <p>_____ Library</p> <p>_____ Special Events (Advancement)</p> <p>_____ Orchestra Crew</p> | <p>_____ IT Department</p> <p>_____ General Office/Clerical/Reception</p> <p>_____ Other _____</p> <p>_____ Other _____</p> |
|--|---|

Please list applicable skills (software, words per minute, etc . . .)

Have you ever been convicted of a crime other than a conviction for possession of small amounts of marijuana that is over two years old?
 Yes
 No. If yes, please give details, including the disposition of your case(s):

Note: Conviction of a crime will not necessarily disqualify you for employment with the San Francisco Conservatory of Music.

NOTICE TO APPLICANTS

In completing this application for student employment at SFCM, I understand and agree that:

1. Acceptance of this completed Application does not mean that a position for which I am qualified is open or that San Francisco Conservatory of Music (“Conservatory”) have agreed to hire me. Conservatory is under no obligation to hire me as the result of accepting this completed Application.
2. As part of its procedure for processing my Application or evaluating me for employment purposes, Conservatory may obtain an investigative report including information gathered through personal interviews with third parties, such as prior employers, family members, business associates, financial sources, friends, neighbors, or others with whom I am acquainted. This inquiry may include information as to my character, general reputation, and personal characteristics, whichever may be applicable. I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of the investigation.
3. The information contained in this Application form is true and correct to the best of my knowledge, and I agree to have any of the statements checked by Conservatory unless I have indicated to the contrary. I authorize the references listed above, as well as all other individuals whom Conservatory contacts, to provide any and all information concerning my previous employment and any other pertinent information that they may have. Further, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to Conservatory, as well as from the use or disclosure of such information by Conservatory or any of its agents, employees, or representatives.
4. My providing of false or misleading material information or my failure to state material facts either in this Application or in any employment interviews will result in my failure to receive an offer or, if I am hired, my immediate dismissal from employment by Conservatory.

If I am offered a position of employment, I understand and agree that:

1. Before beginning my duties, I will be required to produce documentary evidence of my identity and my right to work in the United States.
2. My employment is subject to receipt of satisfactory responses from my prior employers and other references.
3. I understand and agree that if I am employed by Conservatory as a result of this application, my employment will be “at-will.” This means that employment will not be for a definite period of time, and can be ended at any time by me or Conservatory, with or without cause, and with or without notice. I further understand that only the President of Conservatory can make any agreement to the contrary, and any such agreement must be in writing and signed by the President. I agree that this constitutes an integrated agreement with respect to the at-will nature of my employment relationship with Conservatory, that it is final and binding, and that there are no oral or collateral agreements regarding this issue.

I have Read and understand the Notice to Applicants on this Employment Application.

Signature of Applicant

Date

Please attach a resume, along with professional references, to this application form before submitting it to Human Resources (Room 406).