

# Reminders/New Responsibilities

**Glenna** – All Things Fiscal (budgets, payroll, hiring process, scholarships, contracts, commissions, funding, travel, reimbursements)

**Brooke** – Specialty Programs, Large Ensemble Publicity, Marketing Needs, Lobby TVs

**Ben** – Admissions, Social Media, Recital Programs, Recital Services, Website

**Abby** – Reservations for Loeb, Instrument Rentals, Coordinator for Jesse Auditorium and Missouri Theatre, Audition Results, Outlook Calendars for Large Ensembles and Loeb, Online Web Calendar

**Holly** – Constant Contact, Friends of Music, Mizzou Music Radio Show, Music 1091, P&T Process, Student Evaluations, Community Music Payments

**Lucy** – Piano Maintenance, New Building Storage/Equipment/Furniture Inventory

**Susan** – Student Services (advising, permission numbers, lockers, key cards, etc.), Building Coordinator, SOM News Articles, Outlook Calendars and Recital Reservations for FAB, McKee, and Hillel