

## Graduate Assistantship Job Description

### Position Summary:

**Title:** Teaching Assistant

**Department:** Osher School of Music (Arts Management)

**Hours per Week:** 10 hours/week

**Location(s):** Portland

**Lab (if applicable):** Crewe Center for the Arts

**Duration:** Fall 2026 semester, Spring 2027 semester

**Anticipated Start Date:** 9/1/2026

**Total Stipend:** \$6,000 for master's-level students / \$7,000 for doctoral-level students, to be distributed on a biweekly basis

**Tuition Waiver:** 3 graduate credits during each of the Fall 2026 semester, Spring 2027 semester

**Supervisor Name:** Kyle Nielsen

**Supervisor Email:** kyle.b.nielsen@maine.edu

**Supervisor Phone:** 2077805697

*\*\* Per [CBA, Art. 38, § 7](#), graduate workers who are on approved remote work arrangement may need to physically come to campus periodically to perform work or attend meetings. Check with the supervisor for any on-campus requirements.*

### Other Information:

- The University offers a GA/TA/RA health benefit plan to USM graduate workers through Gallagher Health. Additionally, effective July 1, 2026, workers have access to dental and vision insurance options and voluntary retirement savings plans; USM will not cover these costs.
- Graduate workers are also eligible for resources through the UMS Employee Assistance Program (EAP).

### Position Details:

#### Statement of Job:

The Arts Management – Staged Productions & Ensembles Graduate Teaching Assistantship for the Osher School of Music provides practical application for graduate students looking to develop arts administration as part of their professional portfolio. This Assistantship will play a critical role in the management of all OSOM staged productions at the Crewe Center for the Arts, facilitating production support for the Fall Musical Theatre Workshop, Opera Workshop, and Spring Opera Workshop productions. In addition, this assistantship will oversee part of the student ensemble managers throughout the Osher School of Music, specifically as it relates to ensembles such as the Southern Maine Symphony Orchestra, Portland Youth Wind Ensemble, Osher Wind Ensemble, or others tied to the expertise and experience of the candidate. Production management is a major component of a contemporary music career and will directly contribute not only to three staged productions but the creative activity of the Osher School of Music ensemble offerings at large. The TA will directly assist with the rehearsal and performance details for MUS 404 Opera Workshop, MUS 412 Music Theatre Workshop, as well as with MUS 400 Southern Maine Symphony Orchestra and MUS 402 Campus Band.

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### Essential Functions:

#### *Production support for the Fall & Spring Opera Workshop productions*

This work will require ~3-6 hours per week, and will include but not be limited to prop, costume, and some set management, program facilitation, and more.

#### *Production support for the Fall Musical Theatre Showcase*

- This work requires ~3-6 hours/week in the Fall semester, and will include but not be limited to prop, costume, and some set management, program facilitation, and more.

#### *Oversight of Ensemble Management for OSOM Large Ensembles*

- This work would require ~2-4 hours/week depending on the semester, and would entail overseeing student personnel, facilitating efficient logistics for seating and instrument distribution, library considerations, and more.

### Supervisory Responsibilities:

Some supervisory duties over undergraduate work study students may be possible.

### Budget Responsibilities:

N/A

### Public and Professional Activities Related to Job Performance:

As described above, this work would support a public and professional portfolio that would open doors for future career prospects in Arts Administration.

### Internal Contacts:

- OSOM Faculty
- OSOM Staff
- OSOM Undergraduates

### External Contacts:

N/A

### Knowledge, Skills, and Abilities:

- High-level organizational skills
- An understanding of ensemble dynamics and logistics
- High level of collegiality with faculty and undergraduate students
- Expectation of flexibility within a dynamic work environment
- Experience with Microsoft Office/G-Suite

### Required Qualifications:

- Availability during most afternoons and Wednesday evenings as scheduled
- Experience with logistics in a musical setting
- Must not be a non-student University of Maine System employee.
- The use of a personal computer or laptop IS required for this position. Note: designated [on-campus computer lab workstations](#) are available on a first come, first served basis.

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### Preferred Qualifications:

- Bachelors Degree in Music
- Suggested academic programs: Osher School of Music Master of Music

*This position shall be covered by the University of Maine System and University of Maine Graduate Workers Union Collective Bargaining Agreement.*

### To Apply:

Submit your application, including your resume and cover letter, via the [Graduate Assistant Application form linked here](#) by 4/30/2026. In your cover letter, include a self-assessment about how this position relates to your academic program and professional aspirations. Candidates should receive notice of employment decisions by 5/15/2026.

Please direct any questions specific to this position to the supervisor at [kyle.b.nielsen@maine.edu](mailto:kyle.b.nielsen@maine.edu) or 2077805697. For general questions about the GA program, or the Graduate Assistant Application form, reach out to the Office of Graduate Studies, [usmgradstudies@maine.edu](mailto:usmgradstudies@maine.edu) or 207-780-4872.