

KU School of Music Guide to Services

Band Office –Leslie O’Neil– 124 Murphy

All things band

1st floor classroom & rehearsal room reservations: Ensemble room (118, 130) reservation for large ensemble rehearsal only;

Chamber room (111, 123, 148) reservation for small group rehearsal only

Room reservations are not made for individual practice

1st floor key checkout, \$50 deposit

Locker checkout in person and online, music.ku.edu/locker. Lockers are available to those enrolled in lessons or ensembles.

(loneil@ku.edu 864-3367)

Communications & Events Center– Jennifer Lane, Laura McCorkill - 460 Murphy

Strategic Communications: SoM website management, news and promotions, external venue posters (i.e., Lied Center, Kauffman, JCCC, etc.) – layout/design/printing, & Murphy Hall display cases, social media, news releases, *Serenade*, *Quicknotes*, weekly event email – *Jennifer Lane* (jennifer.lane@ku.edu 864-9742)

KU School of Music master calendar, Swarthout schedule, recitals scheduling, fee payment, concert & recital program production, Mail distribution & postage, office supplies, course evaluations, key checkout, 4th floor & 238 MUR classroom reservations – *Laura McCorkill* (lmccorki@ku.edu 864-9864)

Computer Information & Tech Support – Todd Kitchen

Information Technology Assistance (musictechsupport@ku.edu 864-4886)

Dean’s Office –Terri Morris, Lisa Shaw, Kylie Smith – 446 Murphy

Dean’s schedule, faculty absences, Faculty searches, Promotion & Tenure, Annual faculty evaluations & peer reviews, Sabbatical applications, GTA Contracts, GRF applications, Facilities management – *Terri Morris* (tlmorris@ku.edu 8643422)

Financials, Budget Planning & Projections, Payroll, Crisis management, all things travel – *Lisa Shaw* (lshaw@ku.edu 864-4105)

Donor or fundraising questions of any kind, Gifts of tangible items, Special donor sponsored or fundraising events (ie, Collage, Vespers on the Road), Alumni events

Student Opportunity: Student Opportunity Fund (distribution of forms, acceptance of applications, and post-trip follow-up) – *Kylie Smith* (kyliesmith@ku.edu 864-4104)

MEMT Suite – Lois Elmer – 448 Murphy

School of Music Schedule of Classes & Distribution lists

MEMT Student Records, MEMT Keys & Room Scheduling (448 Ste, 574 MUR, 575 MUR) (elmer@ku.edu 864-4784)

Piano Technician – Vincent Mrykalo– 232 Murphy

Coordinates piano maintenance for the School of Music and across campus (pianotech@ku.edu 864-3467)

Recording – Brock Babcock – 132 Murphy & Swarthout Booth

Audio & video recording services, recital & recording monitor staffing (brockbabcock@ku.edu)

Recruiting & Special Projects – Stacy Ash – 452 Murphy

KU School of Music recruiting: Auditions, student visits, conference resources & recruitment materials, Admissions Liaison. Also assists in coordination of special projects such as Jazz Festival, Midwestern Music Camp, Prairie Winds and IIYM.

(musicrecruiting@ku.edu 864-9751)

Student Services – Rita Riley, Amara Simons – 450 Murphy

Undergraduate advising, Admissions (new student, transfer, change of school, re-admit, graduate)

Graduation requirements & checks, Execute policies & procedures for admissions, enrollment and graduation (at school & university levels) – *Rita Riley* (rriley@ku.edu 864-2954)

Graduate Admissions (new student and readmit) & Auditions, Graduation requirements & checks, Execute policies & procedures for admissions, enrollment and graduation at school & university levels (e.g. Exam Authorizations, Leaves of Absence, Degree Plan Changes, etc.)

Scholarships & Awards, Career Services – *Amara Simons*