

UMKC Conservatory Administration and Staff Workflow

This document provides you with a short resource where you can find a list of the duties and areas covered by each of our staff members and administrative team. Think of the below as starting points for questions you might have. For example, wondering about why your courses aren't on Pathway? Head to your Division Chair. Have questions about audition procedures? Ask Julie Koch. Use this document as a guide to the support systems in place for the semester.

DEAN'S OFFICE

Diane Petrella (Dean)

Responsible for the overall implementation of the mission and day-to-day operations of the UMKC Conservatory

Strategic, programmatic, financial, fundraising, and management operations that support the mission and vision of the UMKC Conservatory

Jennifer Parker Burrus (Sr. Executive Assistant)

Dean's Calendar and Office Management

OPAC Conference Room Scheduling

Promotion & Tenure Coordinator

Coordinate Faculty Searches

Collaborate with HR for faculty hiring

Alia Krzyzanowski (Human Resources Business Partner)

Oversight of all hiring processes (Faculty, Staff and students)

Primary departmental resource for counsel and application of employment policies and procedures

Coordination of payroll and employment activities

Liaison to HR on matters related to recruitment, leaves of absence, reclassifications, progressive discipline, terminations, annual performance appraisals, compensation, and classification.

Sharon Pflughaupt (Administrative Associate II)

Administrative support for Deans and Division Chairs

Coordinate the business of Conservatory productions and ensembles

ASSOCIATE DEANS

Andrew Granade (Academic and Faculty Affairs)

Oversight of all graduate academic issues

Oversight of all graduate student academic issues

Graduate catalog changes

GTA/GA hiring and supervision

Faculty Promotion and Tenure Coordinator

Faculty Travel, awards, and credentialing

Aidan Soder (Undergraduate Associate Dean)

Oversight of all undergraduate academic issues
Oversight of all undergraduate student academic issues
Grade disputes
Undergraduate catalog changes

Jim Snell (Associate Dean for Performance Operations and Facilities Management)

Oversight and Direct Report of all Production Staff
Oversight of performance venues, equipment, and supporting spaces
Serve as primary liaison between marketing and PR
Manage all matters relating to Conservatory buildings
Responsible for securing appropriate contracts
Arrange housing for visiting directors/artists
Equipment procurement

FACULTY ADMINISTRATION

Division Chairs (Paula Weber, Dance; Jim Snell, Music Performance; David Thurmaier, Music Studies; Ken Martin, Theatre)

Pathway course listings – adding faculty, sections, caps on classes, room scheduling
Future semester scheduling
GTA/GA loads
Faculty workloads (in conjunction with the appropriate area coordinator)
Adjunct hiring and supervision
Final approval of independent studies
Curricular changes
Office needs
Safety concerns

Area Coordinators

Application and scholarships for area
Studio Assignments and Juries
Faculty workloads (in conjunction with the appropriate division chair)

ADMISSIONS

Julie Koch (Manager of Admissions)

Scholarships
Enrollment Numbers
Recruiting
Applications
Audition Days (general scheduling and organization)

Sarah Bigge (Admissions Assistant)

General admissions/recruiting inquiries
General applicant communications
Assistance with admissions and recruiting tasks

STUDENT SERVICES AND ADVISING TEAM

Wayne Nagy (Academic Advisor)

Advising for BA Music, BA Music Therapy, BM Composition, Jazz, Theory, and Performance students
Advising for BA Theatre and Theatre minor students
New student orientation point person

Spencer Orr (Academic Advisor)

Advising for BFA Dance, BME, Master's, Performer's and Artist's Certificate students
Graduation point person

Helen Perry (Student Services Manager)

Pathway point person (contact Helen before the UMKC Registrar's Office!)
Course schedule
Student Leave of Absence
Advising for DMA students
Advising for MA and MFA Theatre students

GRANT HALL – MAIN OFFICE

Cheryl Adam (Grant Hall Office Support)

Student hires
GH lockers, conference room, and Roman Bath reservation
GH facility questions
GH space/studio access
Photocopier and ordering office supplies
UMKC Conservatory forms

PRODUCTION STAFF AND SCHEDULING

Bob Beck (Recording Engineer)

Concert and Recital recording needs
Concert and Recital live sound support
Recording session planning, budgeting, scheduling and payments
Audio and Video project editing, mixing, mastering
Audio equipment consulting/training
Audio Recording classes

Jane Schaefer (Office Support Assistant)

Grant Hall and PAC Room/Recital Scheduling
Performance Staff management
PAC Lockers

-Currently hiring – (Production Manager)

Create and manage individual production calendars and distribute to/coordinate with Dance, Opera, Theatre, and Music
Supervise training and scheduling of all Conservatory Stage Managers and GTA/GAs
Maintain equipment and systems in performance spaces as assigned
Monitor progress in all production shops as assigned

DEVELOPMENT AND ALUMNI RELATIONS

Mark Mattison (Director of Major Gifts)

External/donor relations, i.e. anything donor or gift related, past or potential - in-kind, cash, pledge, or bequest - from cultivation to stewardship.

Tamara Morris (Director of Advancement)

Work with alumni and community volunteers to encourage their engagement with the Conservatory to support our students, performances, and special events.
Organize Conservatory events including Crescendo and Scholar Donor Brunch.

MARKETING

Dana Self (Strategic Communications Manager)

Marketing
Website
Supervisor for Recital Programs/Social Media
Relationship manager/liaison with MCOM (UMKC centralized marketing)

Jessica Riggins (Communications Coordinator)

All printed programs (student, faculty, guest, ensembles, special events)
Online performance calendars
Conservatory social media platforms
Conservatory app

PIANO TECHNICIAN

Kent Swafford (Piano Technician)

Piano Services, including Tuning, Repairs, Action Regulation, Voicing
Scheduling Harpsichords for Concert Use
Consult about Piano Extended Techniques or Unusual Tunings

COMMUNITY MUSIC AND DANCE ACADEMY

Elizabeth Valle (Academy Director)

Non-Credit Lessons

Continuing Education

Festivals and Summer Workshops

Large Ensemble Auditions

Musical Bridges

Bianca Kumar (Program Assistant)

Schedules Academy Spaces

Manages Academy and Musical Bridges student accounts