**Office Staff**

**Allison Bierman**

**SOM Admissions Counselor** | 1400G VOX  
**WFH Thursdays**  
allison-bierman@uiowa.edu

- Plan, coordinate, implement, and manage recruitment programs.
- Advise on Undergraduate admissions policies, procedures, and application materials.
- Prepare and maintain a recruitment travel plan.
- In collaboration with the ASC and sponsoring faculty, prep and execute studio events.

**Justin Goodchild**

**Scheduling & Facilities Manager** | 1400K VOX  
justin-goodchild@uiowa.edu

- Oversees Front of House staff and Student Scheduler providing back up support as needed
  - Student Recitals
  - Faculty Recitals
  - Room Requests
  - Guest Artist Recitals
- Liaison with Facilities Management and initiates facilities requests
- Manage locker check outs
- Coordinate outside events and requests

**Mandi Powers**

**SOM Administrative Manager** | 1400P VOX  
amanda-powers@uiowa.edu

- Support and oversee staff structure and the operations of the SOM
- Processes:  
  - TA/RA appointments
  - New appointments & special compensations
  - U-Bill charges

**Amanda Stout**

**Admin Specialist & Assistant to the Director** | 1400L  
amanda-stout@uiowa.edu

- Manages Director’s calendar and assists with coordination of monthly SOM meetings
- Coordinates data collection and annual reporting
- Manages Community Music Lesson Program
- Coordinates donor communication and events
- Faculty promotion and tenure and annual reviews
- Accommodations for SOM guests
- SOM notices and weekly communications
- Website Management

**Mae Crooks**

**Administrative Services Coordinator (ASC)** | 1400 VOX  
mae-crooks@uiowa.edu

- Main point of contact and support the daily operations of the ASC
  - Purchase supplies and equipment, initiate shipments
  - Supervise Student Monitors
  - Triage questions and request to appropriate staff
- Provide support to:
  - Choirs
  - Jazz
  - Orchestra
  - Summer Camps
- Assists with the management of the Recital Attendance course

**Tylor Hoyle**

**Senior Accountant** | 1400N VOX  
tylor-hoyle@uiowa.edu

- For the Performing Arts at Iowa units:
  - Reconcile and advise on budgets
  - Reconcile Scholarships
  - Provide MFKs and balances of accounts

**Rosie Ver Steegh**

**Division Administrator** | 1400N VOX  
roseanne-versteegh@uiowa.edu

- Support Performing Arts DEOs and staff
- Liaison with CLAS Dean’s office, HR, OPAE, UICA, and campus resources
- Faculty/ staff matters (contracts, etc.)
- Strategic planning
- Guest Artist contracts, honorariums
- Financial/ budget management in coordination with Sr. Accountant

**Pauline Wieland**

**Graduate Coordinator and Course Management** | 1400U – WFH Wednesday  
pauline-wieland@uiowa.edu

- Course schedule and management for all sessions
- Waitlist management and enrollment caps
- Final exam scheduling
- Manages course librarying and General Catalog
- All Graduate processes and inquiries from admissions to graduation (graduate TA/RA appointments, comp exams, sample plans, degree audits, etc.)

**Kathy Ford**

**Hawkeye Marching Band Ops Mgr. & Band Administrator** | 4306 VOX  
kathleen-ford@uiowa.edu

- Supports:
  - Athletic Bands
  - Hawkeye Marching Band
  - Drum Line
  - University Bands
  - University Band
  - Symphony Band
  - Concert Band

**Mandy Powers**

**SOM Administrative Manager** | 1400P VOX  
amanda-powers@uiowa.edu

- Support and oversee staff structure and the operations of the SOM
- Processes:  
  - TA/RA appointments
  - New appointments & special compensations
  - U-Bill charges

**Bill Powers**

**SOM Administrative Manager** | 1400P VOX  
amanda-powers@uiowa.edu

- Support and oversee staff structure and the operations of the SOM
- Processes:  
  - TA/RA appointments
  - New appointments & special compensations
  - U-Bill charges

**Mei-Mey Segura**

**Undergrad Music Advisor** | 1400U VOX  
mei-segura@uiowa.edu

- For the Performing Arts at Iowa units:
  - Triage questions and request to appropriate staff
  - Reconcile Scholarships
  - Provide MFKs and balances of accounts

**Human Resources**

**Melia Pieper**

**Human Resources** | 1400Q VOX  
melia-pieper@uiowa.edu

**Human Resources**

**Orchestrations Studio**

**James Edel** | 1400 VOX  
james-edel@uiowa.edu

Music Production Manager

**Shu-Min Alice Chang** | 1400 VOX  
shu-min.chang@uiowa.edu

Audio/ Visual Coordinator

**Ryan Nguyen** | 1400 VOX  
ryan-nguyen@uiowa.edu

Audio/ Visual Technology Coordinator

**Jeremy Hererra** | 1400 VOX  
jeremy-hererra@uiowa.edu

Piano Technician

**Chad Walker** | 1400 VOX  
chad-walker@uiowa.edu

Instrument Repair Technician

**ITS Help**

**John Winget** | 1400 VOX  
john-a-winget@uiowa.edu

IT Support Consultant, Performing Arts

**Kayla Schindler** | 1400 VOX  
kayla-schindler@uiowa.edu

Performing Arts Communications Manager

**Kayla Schindler** | 1400 VOX  
kayla-schindler@uiowa.edu

Performing Arts Events Marketing Manager

**Instrument Tech**

**Jeremy Hererra** | 1400 VOX  
jeremy-hererra@uiowa.edu

Piano Technician

**Chad Walker** | 1400 VOX  
chad-walker@uiowa.edu

Instrument Repair Technician

**ITS Help**

**John Winget** | 1400 VOX  
john-a-winget@uiowa.edu

IT Support Consultant, Performing Arts

**Kayla Schindler** | 1400 VOX  
kayla-schindler@uiowa.edu

Performing Arts Communications Manager

**Kayla Schindler** | 1400 VOX  
kayla-schindler@uiowa.edu

Performing Arts Events Marketing Manager

**Human Resources**

**Melia Pieper**

**Human Resources** | 1400Q VOX  
melia-pieper@uiowa.edu

**Human Resources**