

Need assistance? Contact...

OFFICE: 1400 VOXMAN
Open 8:00 AM – 4:30 PM Monday to Friday

MAIN PHONE: (319) 335-1603
FRONT DESK: music@uiowa.edu

Staff Availability

Some office staff work a hybrid schedule (in-person on campus and remotely). The best way to reach a staff member would be through email, Skype for Business, or setting up an appointment for an in-person meeting.

The Administrative Suite is open 8am – 4:30pm Monday through Friday. Staff are not required to check email/phone after business hours or on weekends/ University holidays.

As always, our goal is to respond to your inquiries as soon as possible. Thank you!

Office Staff

...Kathy Ford

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

Supports:

- Athletic Bands
 - Hawkeye Marching Band
 - Iowa Pep Band
 - Drum Line
- University Bands
 - University Band
 - Symphony Band
 - Concert Band

...Nandy 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

...Allison Bierman

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

- Plan, coordinate, implement, and manage recruitment programs.
- Advise on Undergrad 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

...Nick Shatkus

Accountant | 1400Q VOX – WFH Monday & Friday
uss-music@uiowa.edu

For the Performing Arts at Iowa units:

- Reconcile P-Cards
- Assist with Travel Expense Vouchers
- Payments for UI Guests
- Process invoices and quotes

...Rosie Ver Steegh

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

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

...Mae Crooks

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

- Main point of contact and support the daily operations of the SOM:
 - 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

...Mei-Mey Segura

Undergrad Music Advisor | 1400U VOX – WFH Monday & Tuesday
mei-mey-segura@uiowa.edu

Advise Undergrad Student in:

- Major/ Minor declarations
- Registration authorization
- Degree exceptions
- Coordinates Add/ drop permissions
- All Undergraduate processes and inquiries from 2nd year to graduation

...Pauline Wieland

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

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

More Support

...Recording Studio

James Edel | M250 VOX
james-edel@uiowa.edu
Music Production Manager

Shu-Min Alice Chang | M250D VOX
shu-min-chang@uiowa.edu
Audio/ Visual Coordinator

Ryan Nguyen | M250E
ryan-nguyen@uiowa.edu
Audio/ Visual Electrics Coordinator

...Instrument Tech

Jeremy Herrera | 0207 VOX
jeremy-herrera@uiowa.edu
Piano Technician

Chad Walker | 3359 VOX
chad-walker@uiowa.edu
Instrument Repair Technician

...ITS Help

John Winget | 1212 VOX
john-a-winget@uiowa.edu (dpa-help@uiowa.edu)
IT Support Consultant, Performing Arts at Iowa

- Classroom and office technology issues
- CCR deployment

...Marketing

Jen Knights | Wednesdays – VOX 1400R
clas-performing-arts@uiowa.edu
Performing Arts Communications Manager

Kayla Schindler | Wednesdays – VOX 1400R
clas-performing-arts@uiowa.edu
Performing Arts Events Marketing Manager

...Human Resources

Melia Pieper |
melia-pieper@uiowa.edu
Human Resources Director