

Location: 1400VOX
Phone: (319) 335-1603
Hours: 8:00AM – 4:30PM Monday through Friday
Email: music@uiowa.edu.

Administrative Office Staff

Mae Crooks

Administrative Coordinator

1400 VOX | mae-crooks@uiowa.edu, 319-335-1749

Main point of contact and support the daily operations of the SOM administrative office.

Point of Contact for:

- Arts LLC
- supplies and equipment, shipments
- supervisor of Student Monitors
- triage questions/requests to appropriate staff
- support for choirs, jazz area, orchestra, summer camps
- assistance with Recital Attendance course

Molly Dahlberg

SOM Operations Specialist

1400P VOX | molly-dahlberg@uiowa.edu, 319-335-2621

Supports and oversees staff and operations of the SOM.

Point of Contact for:

- student appointments
- special compensation payments/HR transactions
- U-Bill charges
- undergraduate student scholarships
- data reporting/accreditation
- new faculty/instructor support
- guest artist contracts/honorariums
- external events at Voxman

Some office staff work a hybrid schedule (in-person on campus and remotely). The best way to reach a staff member is through email, Skype for Business, or an appointment for an in-person meeting. Staff are not required to check email/phone outside of business hours. Our goal is to respond to you as soon as possible.

Kathy Ford

Hawkeye Marching Band Ops Mgr. & Band Administrator

4306 VOX | kathleen-ford@uiowa.edu, 319-467-4706

Point of Contact for:

- Support for all band programs (Hawkeye Marching Band, Iowa Pep Band, Drum Line, University Band, Symphony Band, Concert Band)

Justin Goodchild

Scheduling & Facilities Manager, remote Tuesdays

1400K VOX | justin-goodchild@uiowa.edu, 319-384-1501

Point of Contact for:

- house management
- student/faculty/guest artist recital room requests
- liaison with Facilities Management
- facilities maintenance requests
- lockers/keys

Hannah Oberhoffer-Phillips

Studio Scheduler, 8:00am-12:00pm M-F

1400R VOX | hannah-oberhoffer@uiowa.edu

Point of Contact for:

- SOM event scheduling (assists the Scheduling and Facilities Manager)

Ciara Solby

SOM Admissions Counselor

1400G VOX | ciara-solby@uiowa.edu, 319-335-2196

Point of Contact for:

- recruitment programs and travel
- undergrad admissions policies, procedures, and application materials
- studio events

Amanda Stout

Administrative Specialist & Asst. to the Director, remote
Wednesdays

1400L VOX | amanda-stout@uiowa.edu, 319-335-1315

Point of Contact for:

- Director's calendar/SoM meetings scheduling
- Iowa Summer Music Camps
- Youth Programs compliance
- Community Music School
- marketing/website
- weekly SoM Newsletter
- UICA donor relations
- faculty reviews, promotion & tenure
- faculty searches
- student/faculty travel funds requests
- Guest Artist funds requests
- SoM guest accommodations
- community outreach and engagement events

Pauline Wieland

Graduate Coordinator and Course Management, remote
Wed and Thurs 12:30-4:30pm

1400J VOX | pauline-wieland@uiowa.edu, 319-335-1604

Point of Contact for:

- course scheduling and management
- waitlist management and enrollment caps
- final exam scheduling
- 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.)

Finance/Business Operations

Rosie Ver Steegh

Administrator for the Performing Arts

1400N VOX | roseanne-versteegh@uiowa.edu, 319-335-2707

Point of Contact for:

- support for Performing Arts DEOs and staff
- liaison with CLAS Dean's office, HR, OPAE, UICA, and campus resources
- faculty/staff matters (contracts, etc.)
- strategic planning/initiatives
- financial/budget management in coordination with Sr. Accountant

Tylor Hoyle

CLAS Senior Accountant

1400N VOX | tylor-hoyle@uiowa.edu, 319-335-1062

Point of Contact for:

- budget management
- scholarship reconciliation
- MFKs and account balances

Nick Shatkus

Accountant, University Shared Services

1400Q VOX | uss-music@uiowa.edu, 319-335-0939

Point of Contact for:

- p-card reconciliation
- travel expense vouchers
- payments for UI guests
- processing invoices and quotes

Human Resources

Kellie Kucera

CLAS Human Resources Manager

208 SH, kellie-kucera@uiowa.edu, 319-335-1606

Instrument Technicians

Jeremy Herrera

Piano Technician

0207 VOX | jeremy-herrera@uiowa.edu, 319-335-1640

Chad Walker

Instrument Repair Technician

3359 VOX | chad-walker@uiowa.edu,

ITS Support

John Winget

IT Support Consultant, CLAS

1212 VOX | john-a-winget@uiowa.edu
(dpa-help@uiowa.edu), 319-335-1869

Point of Contact for:

- classroom and office technology issues
- CCR deployment

Marketing

clas-performing-arts@uiowa.edu

Jen Knights

Performing Arts Communications Manager, OPAE

Kayla Schindler

Performing Arts Events Marketing Manager, OPAE

Music Production/Recording Studio

James Edel

Music Production Manager

M250 VOX | james-edel@uiowa.edu

Shu-Min Alice Chang

Audio/Visual Coordinator

M250D VOX | shu-min-chang@uiowa.edu

Ryan Nguyen

Audio/Visual Electrics Coordinator

M250E VOX | ryan-nguyen@uiowa.edu

Undergraduate Academic Advising

Mei-Mey Segura

Undergrad Music Advisor

1400U VOX | mei-mey-segura@uiowa.edu, 319-335-1746

Point of Contact for:

- major/minor declarations
- registration authorization
- degree exceptions
- coordinates add/drop permissions
- all undergraduate processes and inquiries from 2nd year to graduation