

COLLABORATIVE ARTIST – MUSIC

BASIC FUNCTION

Plays the piano or other instruments to accompany vocal and instrumental classes, ensembles, and applied instruction; works with the music faculty and staff to coordinate performances; maintains the music library; and assists with the maintenance of the piano lab and campus pianos.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification is responsible for independently performing duties in support of the Music Department. Employees at this level exercise judgment and initiative in assisting musical performances, activities, and events; positions receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Accompanies vocal and instrumental ensembles on the piano or other instruments for rehearsals and performances; accompanies students during instruction; is musically attuned to faculty, student, and audience needs.
2. Accompanies choral ensemble classes; performs piano parts to the ensemble selections at sight and is musically sensitive to instructor's and performer's needs.
3. Accompanies students in applied instruction, recitals, and recital rehearsals; performs piano parts to the ensemble selections at sight and is musically sensitive to instructor's and performer's needs.
4. Practices and prepares difficult repertoire for performance with ensembles and applied students.
5. Assists students in rehearsals; helps prepare students to better perform musically with a piano in a public performance.
6. Assists in coordinating performance schedules.
7. Provides lab maintenance and piano upkeep, ensuring the pianos are properly tuned and in optimal condition for performances.
8. Maintains the music library, including cataloguing, filing, and cleaning, and provides administrative support as needed, including generating reports, maintaining accurate and complete records.
9. Participates in training designed to maintain current knowledge of repertoire and performance practices.
10. Communicates with vendors and consultants regarding special events and performances.
11. Participates in District-provided in-service training programs.
12. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Standard musical performance practices.
2. Operational characteristics of musical devices used in performances and their correlation to the overall musical experience.
3. Multiple techniques in playing instruments to achieve desired musical experience.
4. Music theory concepts.
5. Fundamentals of harmony and notation.
6. Effective methods and techniques of piano accompaniment.
7. Techniques of musical sight reading.
8. Multiple musical styles suited to specific performances.
9. Business and administrative practices.
10. Record keeping principles and practices.

Ability to:

1. Accompany performances on the piano and other musical instruments.
2. Perform various technical and artistic support duties for the District's Music Department.
3. Read, interpret, and apply sheet music.
4. Demonstrate proficiency and skill on the piano or other musical instruments.
5. Maintain piano or other musical equipment in optimal performance condition.
6. Improvise as needed during performances.
7. Be musically sensitive to the needs of the faculty, students, and audiences.
8. Maintain a flexible schedule to accommodate classes, rehearsals, and performances.
9. Compile and maintain records for special events and performances.
10. Develop and maintain a filing system for the District's music collection.
11. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
12. Exercise independent judgment within general policy and procedural guidelines.
13. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
14. Communicate effectively in the course of performing work tasks.
15. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
16. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
17. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

A bachelor's degree with coursework in music or a related field and two (2) years of professional performance experience; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials, sheet music and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is occasionally required; employees may sit or stand for prolonged periods of time during performances. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator, to operate standard office equipment and to play musical instruments. Employees in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in a studio environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.