



**DATE ISSUED:** 09/10

**FLSA:** Exempt

**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Accompanist

### **JOB SUMMARY**

Performs skilled work involving specialized musicianship in support of dance and drama, music or gymnastic groups. Work involves accompanying students and class groups participating in dance and rhythmic gymnastics. Instructions are given at the start of new work assignments. Work is normally performed under supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Chair/Department Head

*Supervises:* No supervisory responsibilities

### **PRIMARY DUTIES** - *May include, but not limited to the following:*

Provides piano accompaniment for voice, dance, and instrumental lessons, rehearsals, and performances.

Makes accompaniment tapes for rehearsals.

Provides piano accompaniment for new student auditions.

Arranges scores for performances.

Performs as organist at Convocations or Graduations.

Assists in maintenance of musical instruments.

Provides service to the Dance Program and the University through student advising, and participation in projects and committees.

### **ADDITIONAL DUTIES**

Performs other duties as requested.

**EDUCATION**

Bachelor's degree required. Master's degree preferred.

**EXPERIENCE**

One year of experience as an accompanist. Computer-assisted composition and audio editing experience preferred.

**REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

**KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

Knowledge of electronic keyboards and digital sound equipment is essential.

Sight reading and improvisational skills needed.

Thorough knowledge of vocal and piano repertoire.

Broad knowledge of musical styles and keyboard/percussion proficiency.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to communicate effectively orally, by phone, in person, and in writing.

Ability to represent the department and University in a friendly, courteous, and professional manner.

Ability to use a personal computer and other office equipment.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb stairs, talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye. May be required to sit and/or stand for long periods of time.

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## **WORK ENVIRONMENT**

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in a class or studio setting. The noise level in the work environment is moderate to high. While performing the duties of this position, the employee may be required to travel.

## **SAFETY**

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***