



Classification Specification

DISTRICT ACCOMPANIST

Department:	Music-Performing Arts
Reports To:	Site Administrator
Supervises:	N/A
Approval Date:	June 24, 2020
Revised Date:	2010, 2020

General Description:

Perform piano accompaniment for choral groups, soloists, music classes, auditions, rehearsals, and related performances, tours, or special events; assist a certificated teacher in providing vocal, musical, and choral instruction to individual or groups of students; perform various clerical duties in support of classroom and performance activities.

Essential Duties and Responsibilities:

- Provide piano accompaniment for classes, annual musical auditions, rehearsals, performances baccalaureates, graduations, and special events; play vocal lines and piano parts for choirs, soloists, choreography sessions, final exam group projects and rehearsals.
- Assist a certificated teacher in providing vocal, musical, and choral instruction to individual or groups of students; reinforce lessons and instruction provided by the teacher; assist students with understanding notes, rhythms, and sheet music.
- Assist with developing, implementing, and conducting special music events and performances locally and out of state/country; arrange related sheet music as directed; assist in conducting rehearsals; assist students with preparing for concert solos and ensembles; organize and coordinate music, materials and schedules.
- Assist the teacher in observing and controlling the behavior of students in the classroom according to approved procedures; report progress regarding student performance and behavior.
- Remaster and edit rehearsal tracks; write, arrange, and transcribe music for soloists, vocal groups, band and related musical performances or special events; transfer older media to updated formats; create CD's and playlists for performances; record rehearsals and practice tapes for singers and dancers.
- Provide technical support to certificated staff and students in the performing arts department.
- Perform various clerical duties in support of classroom and performance activities, including data entry/processing, proofreading, filing, and record keeping as assigned; research, prepare, duplicate, and distribute musical selections and materials as directed.

- Maintain rosters of students, alumni, and personnel; prepare labels and mailers for advertising performing arts department events; schedule rehearsals, performances, and events; prepare forms and programs for events.
- Submit work orders, facility requests, and supply requests; coordinate facilities and equipment with campus personnel; update online calendars; submit requests for donations and grants.
- Communicate with personnel, students, parents, and various outside agencies to exchange information and resolve issues or concerns.
- Operate acoustic and electric pianos and related electronic equipment; operate standard office equipment such as a computer and assigned software.
- Drive a vehicle to conduct work and to attend performances.
- Operate a camera; take photos and record videos for programs, advertising, event applications, website, head shots, and documenting events; update department website information as needed.
- Prepare and maintain department accounting records as assigned; may receive and process donation, cash, currency, and checks.
- May maintain and repair props and materials for the vocal arts department; may move equipment and props to and from storage units as directed.
- Perform other duties as required, related to the primary job duties of the assigned position.

Required Qualifications:

Knowledge of:

- Principles, methods, and techniques of piano accompaniment.
- Musical theory, terminology, harmony, rhythm, composition, transition, and tempo.
- Piano music, arrangements, and various musical styles.
- Vocal and choral techniques and related piano accompaniment functions.
- Basic instructional methods and techniques.
- Musical signs, and abbreviations.
- Popular, Broadway, jazz, classical and show-choir music.
- Modern office methods, practices, and procedures.
- Correct English usage, spelling, grammar, and punctuation.
- Child guidance principles and practices.
- Operation of pianos, keyboards, and related electronic equipment.
- Classroom procedures and appropriate student conduct.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Perform piano accompaniment for choral groups in class, rehearsals, and performances.
- Assist a certificated teacher in providing vocal, musical, and choral instruction to individual or groups of students.
- Assist students with understanding notes, rhythms, and sheet music.
- Play musical scores and produce them accurately during piano accompaniment.
- Assist in the selection of music for special performances.
- Sight read music rapidly and accurately.
- Transpose melodies.

- Perform clerical duties related to classroom activities, performances, and special events.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Improvise and adapt music.
- Follow a soloist and/or a conductor.
- Operation of a computer and assigned software, including Microsoft Office, Google calendar, and music editing/writing programs.

Education: High school graduation or equivalent GED supplemented by some college course work in piano or a related musical performing arts field from an accredited college or university.

Experience: Formal piano training and two (2) years of accompanying groups and solo performers.

Licenses, Certifications, and other requirements:

- Valid California Class C driver's license.
- Proof of current and valid Tuberculosis screening.

Desirable Qualifications:

- N/A

Working Conditions:

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor/music classroom/outdoor work environment at a variety of work locations with large groups of students present.
- Variable work hours, including nights, weekends, and occasional holidays; must be available for performances and rehearsals as needed.
- Driving a vehicle to conduct work.

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 the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Sit at a piano for extended periods of time.
- See for the purpose of reading or observing students.
- Hear and understand speech at normal levels.
- Communicate so that others can clearly understand normal conversation.
- Lift and/or move objects up to 25 lbs. in weight.

Hazards:

- N/A

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.