



TEXAS WOMAN'S
UNIVERSITY™

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

ESSENTIAL 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, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

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SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

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:** _____

Employee Printed Name: _____

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, gender, sex, sexual orientation, 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.