Performing Arts Coordinator and Accompanist

BASIC FUNCTION:
Under the direction of the Dean, perform a variety of administrative and support activities for the Fine Arts and Communication division and provide direction and guidance for the day-to-day operations for the Performing Arts Alliance Program; implement program policies and guidelines; monitor the program budget; maintain the Music library; accompany music performance classes (voice, choral, instrumental, soloist) and assist music students in open music labs.

REPRESENTATIVE DUTIES:
1. Coordinate administrative operations of the Performing Arts Alliance including preparation of contracts, invoices, grade reports, enrollment coordination, and scheduling annual and quarterly deadlines for Performing Arts groups.
2. Perform the piano and/or keyboard at a professional level in accompaniment to music performance classes, including voice, choral, instrumental and soloist classes.
3. Perform the piano and/or keyboard in all musical genres.
4. Maintain and operate the Music Library; coordinate, catalog, and process acquisitions to the library; coordinate circulation.
5. Provide instructional assistance and tutoring to music students during the open music lab.
6. Coordinate, facilitate, and maintain enrollment records based on positive attendance.
7. Provide work direction and guidance to others; assign work to other classified personnel, students, volunteers and others.
8. Assure program expenditures are within allocated budgets; monitor budgets.
9. Establish and maintain relationships with arts programs and agencies.
10. Provide regular reports as requested; participate on program reviews and evaluations; prepare contracts, invoices, and grade reports.
11. Order, receive, catalog and store supplies, materials and equipment.
12. Serve as liaison between the program, participants, administrators, faculty and students; provide information, program requirements and other pertinent information to students, parents and others.
13. Develop promotional materials and other program documentation.
14. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
1. Music library cataloging for both instrumental and vocal music.
2. Electronic music recording and sound reinforcement equipment.
3. Financial processes, basic accounting procedures and record-keeping techniques to effectively monitor and control budget

4. Principles of training and providing work direction to others.

5. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:
1. Demonstrate commitment to the Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, ability, religious background and sexual orientation of community college students, faculty and staff

2. Plan, organize and direct day-to-day operations, solve problems and make decisions working independently with little direction.

3. Play the piano as an accompanist for vocal and instrumental music; sight read music.

4. Implement program policies and guidelines.

5. Prepare program reports and reviews and monitor program budget.

6. Communicate effectively orally and in writing; independently compose letters, memos and other materials.

7. Interpret, apply and explain rules, regulations, policies and procedures.

8. Establish and maintain cooperative and effective working relationships with others.

9. Use computer software with proficiency including word processing, spreadsheets and databases.

10. Meet schedules and time lines.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: Associate's degree in a related field
1 - 3 years related work experience in a performance arts setting
Experience as a piano accompanist for vocal and/or instrumental ensembles

WORKING CONDITIONS:
ENVIRONMENT:
1. Office environment.
2. Busy laboratory or classroom environment.
4. Changing/flexible schedule from quarter to quarter based on enrollment and class schedule

PHYSICAL ABILITIES:
1. Hearing and speaking to exchange information and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard and play piano.
3. Seeing to read various materials.
4. Bending at the waist, kneeling or crouching.
5. Sitting for extended periods of time.

DATE APPROVED: August, 2005
RANGE: N-48
EEO-CATEGORY: H-30