



# JOB DESCRIPTION



INFORMATION			
<b>Job Title</b>	<i>Staff Accompanist</i>	<b>EEOC Job Classification</b>	Professionals
		<b>FLSA Classification</b>	Non-exempt
<b>Department</b>	Music Instruction	<b>W/C Classification</b>	9101 – Labor
<b>Reports To</b>	Instructor	<b>Effective Date</b>	12/15/2021

SUMMARY
Advance the mission and vision of TMUS by accompanying music students on a semesterly basis.

ESSENTIAL JOB FUNCTIONS
<p>Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> <li>• Accompany music students on a semesterly basis, consisting of 12-14, 30-minute meetings each semester per vocalist (a minimum of 4 meetings in lessons with the instructor, other meetings can be utilized in lessons or as weekly rehearsals depending on instructor preference).</li> <li>• Accompany music students on a semesterly basis, consisting of 4-6, 30-minute meetings each semester for instrumentalists.</li> <li>• Accompanists will also be needed to play for one Group Practicum performance per semester (Tues./Thurs. from 4:00-5:00 pm), possible Studio Classes or Recitals (also Tues./Thurs. from 4:00-5:00 pm) and voice juries at the end of each semester. Any additional desired rehearsals will be arranged between student and accompanist prior to the start of the semester.</li> <li>• Literature will be standard college-level repertoire with some chord chart/jazz chart requirements and musical theater for vocalists. Repertoire will be supplied by the fourth week of each semester and must be prepared for each lesson and performance.</li> <li>• Attend an annual meeting with Adjunct Music Faculty, Full-Time Faculty and Staff.</li> <li>• Work with the Director of Vocal Studies and the Director of Instrumental Studies regarding any needs or concerns that arise in either area.</li> <li>• Possibly accompany for music entrance auditions and/or other rehearsals per School of Music needs.</li> <li>• Follow the academic calendar regarding starting/ending days in the semester, holidays, etc.</li> <li>• Performs other related duties as assigned.</li> </ul>

QUALIFICATIONS
<ul style="list-style-type: none"> <li>• Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.</li> <li>• Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &amp;/or community members of diverse academic, socio-economic, cultural, &amp; ethnic backgrounds.</li> <li>• Excellent written and verbal communication skills</li> <li>• Strong organizational and interpersonal skills</li> <li>• Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.</li> <li>• Exercise confidentiality, good judgment and discernment.</li> <li>• Must successfully pass a background investigation.</li> </ul>

## **SUPERVISORY RESPONSIBILITY**

- This position has no supervisory responsibilities.

## **EDUCATION AND EXPERIENCE**

Minimum requirements for this position:

- Bachelor's degree or equivalent.
- At least five years accompanying experience or equivalent.

## **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.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.
- There may be some travel required for this job.

## **ADDITIONAL INFORMATION**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.