

## POSITION POSTING

**POSITION:** Staff Accompanist /Music Libraries Manager  
**REPORTS TO:** Assistant Professor and Chair, Visual and Performing Arts  
**DATE POSTED:** April 20, 2018  
**DATE AVAILABLE:** August 1, 2018  
**REQUISITION NUMBER:** 2018446

**Summary/Objective:** This posting is for a full-time, 9-month, 40 hours per week, exempt position. This position provides accompaniment for the UF choral ensembles; musical theatre productions; and all instrumental and voice student recitals, and scholarship/concerto auditions, rehearsals and events. Maintain UF's music and recording library.

### **Required Education and Experience:**

1. Bachelor's degree.
2. Six months experience.

### **Essential Functions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Accompany UF Concert-Chorale and lead section rehearsals as needed.
2. Serve as rehearsal accompanist, as well as pit-orchestra performer as needed for musical theatre productions.
3. Accompany all instrumental and voice student recitals, juries, and scholarship/concerto audition. (roughly 75-100 students per semester)
4. Accompany University Singers.
5. Accompany theatre program's "Audition" classes as needed.
6. Accompany students for semesterly theatre showcase as needed.
7. Accompany students for special master classes and workshops.
8. Perform keyboard parts for UF concert bands and/or orchestra as needed.
9. Miscellaneous accompanying and piano performance duties for UF campus events as needed (Symposium for Scholarship & Creativity, Baccalaureate, Commencement, First-Year Student Orientation, Board of Trustees meetings, special convocations, etc.)
10. Attend and accompany up to five lessons for Applied Music: Voice per semester per student and two rehearsals and one lesson for all other Applied Music areas per student per semester for preparing students for recitals.
11. Management of choral, band, and orchestra music libraries and supervision of student librarians.
12. Management and supervision of the UF music program's recording library.
13. Management and creation of UF solo vocal music, opera/musical theatre score, and reference/research library.
14. Perform all other duties deemed appropriate for this position

### **Competencies:**

1. Technical Capacity.
2. Personal Effectiveness/Credibility.
3. Thoroughness.
4. Collaboration Skills.
5. Communication Proficiency.

6. Flexibility.
7. Organizational Skills.
8. Time Management Skills.

**Work Environment:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Physical Demands:**

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

**Travel:**

Minimal travel expected for this position. A valid US Drivers' license with a safe driving record is required.

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The Office of Human Resources will accept complete applicant files for Requisition Number 2018446 until the position is filled. Send UF Employment Application and résumé to: University of Findlay, Office of Human Resources, 1000 N. Main St., Findlay, OH 45840, HR@findlay.edu or fax information to 419-434-5976.

This position will accept applications of both on-campus and off-campus simultaneously.

The University of Findlay is an Equal Opportunity Employer/Affirmative Action Employer  
Male/Female/Disabled/Vet.