

Piano Accompanying Procedure

(Finalized January, 2012)

I. Job Descriptions and Responsibilities:

A. Student accompanist

1. Soloists and their accompanists will meet a maximum of once a week for 30 minutes.
2. The accompanist will also attend studio classes when possible.
3. The accompanist will be available for convocation and jury performances.
4. A maximum of two recital run-throughs are allowed during the semester of the recital. If possible, the two run-throughs should not be during the same week.
5. Anything beyond this maximum will result in a fee of \$20/hr paid to the student accompanist by the soloist.
6. The student accompanist will keep track of sessions.

B. Faculty accompanists for whom accompanying is not part of the load:

1. Faculty accompanists will negotiate their own terms with the studio instructor and soloist.
2. However, the following might serve as a guideline:
 - a. Soloists and their accompanists may meet a maximum of once a week for 30 minutes.
 - b. The accompanist may also attend studio classes when asked.
 - c. A maximum of two recital run-throughs could occur during the semester of the recital. If possible, the two run-throughs should not be during the same week.
 - d. The faculty accompanist will keep track of sessions, if need be.

C. Full time staff accompanist:

1. Soloists and their accompanists will meet a maximum of once a week for 30 minutes.
2. The accompanist will attend studio classes when possible.
3. The accompanist will be available for convocation and jury performances.
4. A maximum of two recital run-throughs are allowed during the semester of the recital. The two run-throughs should not be during the same week.
5. Anything beyond this maximum will result in a fee of \$20/hr paid to the accompanist by the soloist.
6. The accompanist will keep track of sessions.

D. Part-time staff accompanists will have their contracts structured on a per-student basis as negotiated by the Department Chair.

E. Other points of consideration:

1. Individual practice time will be included and allowed for in the job description for staff accompanists, but not an exact number of hours.
2. Full time staff accompanist:
 - a. 30 contact hours per week is reasonable. There will be no distinction between whether the soloist is a major or a minor. With a reasonable 10hrs/week of individual practice time, this amounts to a 40-hour work week.
 - b. The full-time staff accompanist should not oversee the accompanying program, but will be involved with other faculty in its implementation and monitoring.
 - c. The full-time staff accompanist should not be required to play for faculty. If the staff accompanist decides to play for a faculty member, a private agreement will be arranged.
 - d. The full-time staff accompanist will be paid extra for accompanying duties that go beyond the contract.
 - e. The staff accompanist is free to make his/her own arrangements in assisting student accompanists and helping them become better ensemble performers.

II. Literature Policies

- A. Juries: Literature will be given to student accompanists four weeks prior to the jury date. Faculty and staff accompanists must have the literature at least two weeks prior to the jury date unless approved by involved parties.
- B. Convocations: Pianists will know which piece is to be performed one full week prior to the event unless approved by involved parties.
- C. Recitals:
 1. Fall recitals: Literature in hand by the end of the spring semester.
 2. Spring recitals: Literature in hand by the end of the fall semester.
 3. No changes in the audition literature unless cleared by involved parties.
 4. No changes in literature six weeks prior to the date of a recital not requiring an audition unless cleared by involved parties.

III. Fees

- A. All accompanists will receive the recital fee paid by students when a recital occurs.
- B. Recital Fees:
 - a. Recital Fees are set annually by the Department of Music and are assessed through the Business Office. Currently, soloists pay a \$75 fee for a full recital and \$50 fee for a ½ hour recital. Information can be found at: <http://simpson.edu/business-office/tuition-and-fees/>

- b. Accompanist fees: Soloists will pay \$75.00 per one (1) credit of Mus 270

C. Extra activities:

- 1. NATS: Soloists will pay their accompanists \$50. The department will underwrite the lodging costs (if any) incurred by the accompanists who play for 4 or more registered contestants.
- 2. Recording sessions: extra payment to the accompanist will be required. The exact amount will be determined by the accompanist, the soloist, and the teacher.
- 3. Accompanists will not be paid extra for accompanying in the internal concerto competition unless it is clearly above and beyond the normal duties of the accompanist. If so, the soloist will pay the accompanist a fee of \$25.00

IV. Evaluations for Full-time Staff Accompanist

- 1. Full-time staff accompanists should be evaluated annually. The department chair, Chief Academic Officer, and Office of HR are responsible for this review.
- 2. The criteria for evaluation will be based upon the current job description on file with HR. It will include preparedness, working relationships with students and faculty, a willingness to attend lessons, studio classes and rehearsals, the quality of musicianship, and so forth.
- 3. The reviews may be conducted by a committee that consists of the department chair (who will chair the committee) and up to two faculty members with whom the accompanist works. At a minimum, the Chair should seek input from faculty with whom the staff accompanist works.