

## SIMPSON COLLEGE JOB DESCRIPTION

**JOB TITLE:** Area Coordinator – Piano, Department of Music

**REPORTS TO:** Chair, Department of Music

**BROAD FUNCTION:** Facilitate and coordinate the piano area in the Music Department

### PRINCIPAL DUTIES AND RESPONSIBILITIES

The Area Coordinator will function to:

- Act as a representative of the piano and accompanying areas and department to students, faculty and outside constituencies
- Act as an advocate for the mission of the department and the college to students and outside constituencies
- Act as mentor and facilitator for the faculty and staff in the piano and accompanying areas as assigned by the department chair
- Act as administrator for the piano and accompanying area in accomplishing managerial tasks as assigned by the department chair

The Area Coordinator will be principally responsible for the following duties **in consultation with the department chair:**

- Periodically convening piano faculty and leading the studio assignment process
- Coordinating the assigning of accompanists for all appropriate applied music students at Simpson College
- Serving as lead contact for students with concerns regarding piano studio placements
- Assisting new full- and part-time faculty in the piano and accompanying areas
- Serving as liaison to affiliate and adjunct faculty and staff in the piano and accompanying areas
- Developing, instituting and monitoring an appropriate piano jury evaluation and assessment procedure
- Developing, instituting and monitoring an appropriate piano recital evaluation and assessment procedure
- Serving as representative to the department chair regarding the needs and concerns of the piano and accompanying areas
- Overseeing and monitoring all budget lines dealing with the piano and accompanying areas