

University of Central Arkansas

Department of Music

Graduate Assistantship Manual

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General Duties and Responsibilities

This manual does not include complete descriptions of all assistantships. Not all assistantships are always filled, other assistantships are available, and duties described here may change depending on circumstances or supervisors' requests. If you have concerns or questions about your assistantship, meet with the Graduate Advisor, the Department Chair, and/or your supervisor.

Responsibilities of the Graduate Assistant:

- Familiarize yourself with all policies and procedures outlined in the *UCA Manual for Graduate Assistants*. Return all contract materials to the Graduate School by the stated deadline. Attend the University orientation program and any other required workshops.
- Consult with your supervisor during or before the first week of classes to clarify your duties, set up your work schedule, office space, and supplies, and sign your contract.
- The Graduate Assistant will work no more than 20 hours per week. Some weeks will require less time; your supervisor may NOT ask you to work more than 20 hours per week.
- All assistants must reapply each year for an assistantship.

Responsibilities of the Faculty Supervisor:

- Clearly explain the responsibilities of the assistantship as outlined in the job description. If duties change or need clarifying, inform the Graduate Committee so the description can be amended.
- Provide space, supplies and equipment so the assistant can carry out his or her assignment effectively.
- You may NOT ask your assistant to work more than 20 hours during any given week.
- Informal feedback and evaluation should be an ongoing process. At the end of the first semester of the assistantship, a formal written evaluation describing the assistant's effectiveness and contribution to the department is required. This evaluation should be discussed with the assistant and turned in to the Graduate Studies Coordinator.

Band/Wind Ensemble Graduate Assistant(s)

Supervisor: Ricky Brooks

Job description:

1. Music department instrumental locker check-out and care.
2. Instrument inventory control and check-out.
3. Uniform inventory check-out, and care.
4. Assist with daily administration of all marching and concert bands as needed.
Some examples include:
 - a. Rehearsal set-up/tear-down
 - b. Record attendance
 - c. Supervise preparation/equipment for all performances (marching and concert bands)
 - d. All-State exhibit booth
 - e. Colorguard auditions
5. Supervise/assist band librarian as needed.
6. Conduct section rehearsals for bands as needed.
7. Perform in the Wind Ensemble or Symphonic Band.

Cello Graduate Assistant

Supervisor: Stephen Feldman

Job Description:

1. Teaching
 - a. Teach lessons for music minors and non-majors (depending on enrollment).
 - b. Work with undergraduate music majors on scales and etudes as necessary.
 - c. Assist as necessary in String Class.
2. Cello Choir
 - a. Maintain folders and music library.
 - b. Set up and breakdown at rehearsals.
 - c. Conduct or coach as necessary.
3. Administrative Duties
Assist in filing, maintaining folders, assisting with programs, press releases, etc. as necessary.

Choral Music Education Graduate Assistant

Supervisor: Ryan Fisher

Job description:

1. Music Education Classes
 - a. Attend all music education classes for which the assistantship is assigned.
 - b. Oversee sections when the class is divided into peer teaching assignments.
 - c. Tutor students as necessary.
 - d. Teach class in the professor's absence.
2. University Chorus
 - a. Keep accurate attendance records.
 - b. Order, prepare, distribute, monitor and collect music and music folders.
 - c. Maintain and organize library, update catalog and performance history.
 - d. Lead sectional rehearsals as necessary.
3. Administrative Duties
 - a. Assist with maintaining records, filing, correspondence, etc. as necessary.
 - b. Assist with organization and supervision of the music education library and materials.
4. Research
 - a. Assist in developing research projects.
 - b. Assist in field data collection.

Clarinet Graduate Assistant

Supervisor: Kelly Johnson

Job Description:

1. Teaching
 - a. Teach lessons for music minors (depending on enrollment).
 - b. Work with undergraduate music majors on scales and etudes as necessary.
 - c. Coach small and large undergraduate clarinet ensembles as necessary.
2. Clarinet Ensembles
 - a. Maintain folders and music library.
 - b. Set up and breakdown at rehearsals.
 - c. Conduct as necessary.
3. Administrative Duties
Assist in filing, maintaining folders, assisting with programs, press releases, etc. as necessary.

Flute Graduate Assistant

Supervisor: Carolyn Brown

Job Description:

1. Teaching
 - a. Teach lessons for music minors (depending on enrollment).
 - b. Work with undergraduate music majors on scales and etudes as necessary.
 - c. Coach small and large undergraduate flute ensembles as necessary.
2. Flute Ensembles
 - a. Maintain folders and music library.
 - b. Set up and breakdown at rehearsals.
 - c. Conduct as necessary.
3. Administrative Duties
Assist in filing, maintaining folders, assisting with programs, press releases, etc. as necessary.

Horn Graduate Assistant

Supervisor: Dr. Brent Shires

Job Description

1. Teaching
 - a. Give lessons as assigned, typically to non-majors.
 - b. Assist as needed in classes, including occasional substitute teaching/directing.
 - c. Take attendance at Horn Studio Class, Brass Area Masterclass, and required events for horn students.
2. Administrative Duties
 - a. Maintain the Brass Chamber Music Library.
 - b. Contribute to International Horn Society events and publications as appropriate.
3. Miscellaneous Duties
 - a. Assist in other duties for the Brass Area as needed.
 - b. Assist in other duties as assigned by the Department Chair.

Instrumental Music Education Graduate Assistant

Supervisor: Paige Rose

Job description:

1. Music Education Classes
 - a. Attend undergraduate music education classes for which assistantship is assigned.
 - b. Assist with administrative duties for the music education classes, including setup, attendance, filming student teaching.
 - c. Tutor students as necessary.
 - d. Oversee sections when the class is broken into peer teaching assignments or separate field work assignments.
 - e. Teach class in instructor's absence.
2. Practica
 - a. Attend, observe and evaluate off-campus teaching practica when necessary.
3. Administrative Duties
 - a. Assist with maintaining records, filing, correspondence, etc. as necessary.
 - b. Assist with organization and supervision of the music education library and materials.

Music Theory Graduate Assistant

Supervisor: Carl Anthony

Job description:

1. Teaching
 - a. Grade undergraduate theory assignments.
 - b. Tutor undergraduate theory students.
 - c. Monitor theory tests.
 - d. Teach freshman theory classes as requested/necessary.

Orchestra Graduate Assistant

Supervisor: Israel Getzov

Job description:

1. Personnel
 - a. Take and record attendance.
 - b. Maintain records of concert roster/seating charts.
 - c. Create and maintain student contact information list.
 - d. Coordinate auditions.
2. Library
 - a. Order, prepare, bow, Xerox, distribute, monitor and collect music.
 - b. Maintain/organize library, update catalog and performance history.
3. Operations
 - a. Rehearsal setup and tear down.
 - b. Monitor equipment: chairs, stands, percussion, other instruments, podium.
 - c. Coordinate with performance venues and with Phi Mu Alpha.
4. General Administration
 - a. Disseminate rehearsal schedule and changes.
 - b. Update bulletin board.
 - c. Secretarial work as assigned.
 - d. Serve on the Orchestra Student Committee.

Assistantship Title: Piano Accompanying**Supervisor: Kazuo Murakami****Job description:**

Each graduate assistant in accompanying is required to complete 10 hours of accompanying service each week. This does NOT include private practice time.

The Accompanying Coordinator will assign duties at the beginning of each semester. Duties will include, but are not limited to, the following:

Vocal and instrumental lessons/studio classes/performances.

Student general recital performances.

Degree recital performances.

Occasionally, duties may include ensembles (orchestra, wind ensemble, opera, choir, etc.), depending on the music department's needs.

Responsibilities/Procedures

1) Assignments will be made at the beginning of each term. You and your partners will be notified of the assignment. Your partners have five days from the date of notification to contact you. If your partner does not contact you within five days, see Coordinator immediately.

2) When your partner contacts you, it is your obligation to respond immediately. At this time, verify the following information:

a, Repertoire (be sure that you are learning the correct movement).

b. Day and time of lessons (notify your partner of any potential conflicts).

c. Dates and time of upcoming performances.

d. Approximate date that your partner would like to begin rehearsing. This is EXTREMELY important. Too often pianists will wait to begin learning music until their partners notify them; too often instrumentalists and vocalists wait until just a few days before they'd like to begin rehearsing to contact the accompanist. It is very important that you establish a tentative first-rehearsal date so that you and your partner will be prepared at that time. You are under no obligation to begin rehearsing repertoire with your partner unless you have received sufficient notification of the impending rehearsal.

3) Upon receiving your assignment, take some time to play through the piece so that you are aware of difficulties and so you can ask for help if necessary. Keep in mind that the Coordinator is not obligated to make adjustments to your assignment simply because you've waited too long to begin learning the piece.

4) At least 60% of any accompanist's success depends upon his or her organizational skills. Keep track of the names and contact information for each of your partners. Have an appointment book with you when you meet with your partners (rehearsals and lessons) so that you can avoid double-booking or over-extending yourself. Never say "yes" to a rehearsal, lesson, or performance until you have checked your calendar.

5) Remember that your paid assistantship is a professional engagement and should be treated as such. Arrive promptly at all rehearsals, lesson, studio classes, and recitals. Your music should be thoroughly prepared before the first rehearsal.

In addition, dress appropriately for performances (this includes recitals, juries, and master classes).

6) You may find that for certain projects you do not require the 10 hours of rehearsals and lessons that are set aside, especially if you are well prepared before the first rehearsal. This is perfectly fine, as long as your partner and the studio teacher are satisfied with the quality of the upcoming performance or jury.

7) Keep a record of your hourly time commitment for each assignment using the “Pianist Time Sheet.” You will submit this and the report for your projects twice each semester (midterm and end of semester).

8) At the end of the semester, studio teachers will be asked to complete evaluations of each student accompanist assigned to their studios. Accompanists will be evaluated on the following criteria: attendance, punctuality, preparation, improvement, attitude, willingness to accept coaching, and performance quality. Consistent below-average evaluations will result in the loss of one’s graduate assistantship.

Saxophone Graduate Assistant

Supervisor: Jackie Lamar

Job description:

1. Teaching
 - a. Teach lessons for music minors (depending on enrollment).
 - b. Team-teach undergraduates on scales and etudes.
 - c. Coach quartet one hour per week.
2. Saxophone Ensemble
 - a. Maintain folders and music library.
 - b. Set up and breakdown at rehearsals.
 - c. Conduct as necessary.
3. Administrative Duties
Assist in filing, maintaining folders, assisting with programs, press releases, etc. as necessary.

Snow Fine Arts Recital Hall Assistant(s)

Supervisor: Jeffrey Jarvis

Job description:

1. Recital Hall Management Duties
 - a. Management of all department-sponsored performances in the Snow Recital Hall, including general, faculty, and student recitals; chamber music performances; small ensemble and choral performance.
 - b. Stage set-up, lighting, welcoming audience members, and distribution and collection of recital attendance slips.
2. Recital Hall Management Protocols
 - a. Review the semester schedule during the first week of each term. Inform the supervisor as soon as you become aware of scheduling conflicts.
 - b. Maintain close communication with music office for updates on schedule changes. Inform Dr. Jarvis as soon as you become aware of conflicts.
3. Recitals
 - a. Arrive at the hall at least 35 minutes before the beginning of each event.
 - b. Verify the details of stage arrangement, piano placement and any other details.
 - c. Before the beginning of each concert make the following announcement: "Welcome to Snow Fine Arts. Please turn off all cell phones or any other electronic devices that may disturb the performance. This performance will be recorded, so please avoid any audible movements. If you have to leave during the performance, please do so quietly during applause."
 - d. Recital Credit Slips should be collected immediately following the event. Do not collect slips earlier than the conclusion of the event. Only take one slip from each person.
 - e. Following the recital, ensure that all doors and pianos are locked, and that the lights are turned off.

Trumpet Graduate Assistant

Supervisor: Larry Jones

Job description:

1. Teaching
 - a. Teach trumpet lessons to music minors as necessary.
 - b. Coach trumpet ensembles as necessary.
 - c. Substitute for conductor of ensembles as necessary.
2. Administrative Duties
 - a. Maintain music library for jazz ensemble and the trumpet studio.
 - b. Take attendance at required studio recitals.
 - c. Help organize, plan and publicize special events (guest master classes, etc.).
3. Performance Opportunities (pending successful auditions)
 - a. Faculty Brass Quintet
 - b. Conway Symphony Orchestra

Tuba/Euphonium/Trombone Graduate Assistant

Supervisor: Christian Carichner/Denis Winter

Job description:

1. Tuba Euphonium Ensemble
 - a. Assist in administration and conducting the ensemble.
 - b. Maintain the music library for the ensemble: make folders, file music, catalog music, order music, etc.
 - c. Play in the Tuba Euphonium Quartet, pending a successful audition.
2. Tuba/Euphonium Studio
 - a. Check out concert tubas/sousaphones to students.
 - b. Check out lockers to students.
 - c. Teach non-major tuba, euphonium or trombone students.
 - d. Take attendance at required studio events.
3. Special Events
 - a. Help organize and coordinate special events such as OcTUBAfest and Tuba Christmas.
4. Performance Opportunities
 - a. Serve as a possible substitute player in the Conway Symphony.
 - b. Serve as a possible substitute player in the Pinnacle Brass Quintet.

Vocal Performance Graduate Assistant

Supervisor: Robert Holden

Job description:

1. Teaching
 - a. Teach voice class (group and private instruction); maintain class records.
 - b. Teach music minors in voice as required (private instruction).
 - c. Tutor/assist undergraduate music majors in learning repertory, diction, etc.
2. Administrative
 - a. Assist vocal faculty in Xeroxing, maintaining class records, and grading as required.