

St. Francis

CATHOLIC HIGH SCHOOL



Job Profile

Job Title:	Accompanist
Department:	Performing Arts
Reports to:	Assistant Principal
Date:	5/25/21

Job Status:

Exempt <input type="checkbox"/>	Non-Exempt X
Full-time <input type="checkbox"/>	Part-time @15-19 hrs. per week

General Summary

What is the primary purpose of this position?

The Music Accompanist at St. Francis Catholic High School is responsible for accompanying the choral and instrumental ensembles, and soloists formed from the music courses. The Music Accompanist is also responsible for accompanying school liturgies on and off campus and all school events requiring accompaniment.

Essential Responsibilities

List all major job functions performed on a regular basis.

All areas of responsibility must be operated consistent with the Catholic mission of the school.

- Accompanies choral courses, ensemble courses, liturgies and special school events requiring musical accompaniment both on and off the St. Francis Catholic High School campus.
- Assists with the supervision of students during the entire term of on-campus and off-campus events.
- Leads periodic choral section rehearsals.
- Performs according to regular calendar schedule, department schedule and short-term notice events.
- Dresses in professional performance attire at performances and Fine Arts events.
- Assists in keeping department equipment functioning properly.
- Depending on skill in digital recording, may edit and/or arrange music as needed. May have oversight of and manage the on-campus music recording studio.

Job Specifications/Requirements

List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.

Education:

High School graduate or equivalent required, Bachelor's Degree preferred.

Job experience:

- 1+ years of experience directly related to the duties and responsibilities specified.
- Experience as a performance accompanist preferred.

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- Experience with music notation software and digital recording procedures preferred.

Technical/Functional skills:

- Ability to read and perform many styles of music notation (i.e. lead sheets).
- Comfortable working with young women in an educational and ministerial setting.
- Ability to communicate clearly, verbally and in writing.
- Ability to work as a member of a team.
- Ability to work with minimal supervision.
- Ability to function effectively under pressure.

Other Requirements:

- Other duties may be required as needed.

Employee Signature:

Supervisor Signature:

HR Signature: