



JOB DESCRIPTION

POSITION TITLE Assistant Piano Technician

REPORTS TO: Music Department Chair

PRIMARY FUNCTION: The Assistant Piano Technician works with the Piano Technician toward the common goal of tuning and maintaining the Music Department's piano inventory at a standard commensurate with the school's program and tradition of excellence.

AREAS OF RESPONSIBILITY:

1. Tune and maintain music department pianos, harpsichord and fortepiano as assigned by the Piano Technician, or as requested by the faculty.
2. Assist Piano Technician in prioritizing and coordinating the scheduling of all piano service according to current department policy for reserving spaces.
3. Assist Piano Technician and piano faculty to make recommendations for optimal placement of the piano inventory in ways most beneficial for the long-term interest of the department.
4. Work with students, faculty and guest artists as relevant to prepare for recitals and events with piano use.
5. Share information on Piano Technology as requested and feasible to interested students.

CONTACTS: Music faculty (especially piano faculty), guest artists, students, and administrators coordinating music events.

EDUCATION: **Essential:** RPT status in Piano Technician's Guild or equivalent certification.
 Desirable: BA/BM degree

EXPERIENCE: **Essential:** At least five years of certified piano technician work and recognized professional experience in the field of piano technology that includes experience with concert piano preparation.
 Desirable: Ten years experience in the field that includes post-secondary institutional work.

KNOWLEDGE, SKILLS, ABILITIES:

Ability to do self-directed work at a professional level with proven track record of successful piano tuning relevant to post-secondary institutional piano care. Ability to accomplish

tasks at a high level with a variety of artists on a variety of instruments. Strong organizational skills. Good written and verbal communication skills preferred.

PHYSICAL DEMANDS:

Able to lift equipment as necessary and move or assist with moving some uprights and harpsichords as required. Large grand pianos are frequently rolled on and off the stage.

WORKING ENVIRONMENT:

Large and small performance spaces, classrooms, faculty studios and practice rooms, and a small keyboard workshop.

WORK SCHEDULE:

FTE: .50
Term: 10 months (August-June), approximately 25 hours per week
Shift: 8:00-5:00, with some evening and weekend responsibilities throughout the year

APPROVAL:

Music Department Chair

DATE:

09/15/11