



**Audio Video Specialist
Duties and Responsibilities**

Duty/Responsibility

Operate and maintain Allen/Heath T-112 Audio System (BH)
Operate and maintain campus-wide Video equipment and systems
Operate and maintain campus-wide Audio equipment and systems
Coordinate and maintain BH Schedule of Events
Coordinate and maintain Schedule of Events within other facilities
Operate and maintain stage lighting
Knowledge of and work with other pertinent campus entities
Knowledge of and work with other pertinent off-campus entities
Internet Video streaming
Equipment and systems, audio and video production of Land Grant
Equipment and systems, audio and video production of Student Affairs
Equipment and systems, audio and video production of External Relations and Development
Equipment and systems, audio and video production of Academic Affairs and classroom activities
Equipment and systems, audio and video production of the President's Office
Staging, Set and Prop productions
Equipment safety and security
Procedures/Guidance Manual Production
Sufficient Knowledge and Skill sets to Implement campus-wide training
Development and Implementation of a comprehensive Equipment Maintenance Plan
Writing and Communications Skills
Process Mapping Skills
Graphic Design Skills
Desktop Publishing Skills
Content Editing and Evaluating Skills

Kentucky State University

100243 Position Description

Job Code/Title: 1501/ **Visiting Assistant Professor and Area of Music
Accompanist**

Non-Exempt Exempt

Grade: 08

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SUMMARY:

Serves as Accompanist and Resident Performer in the Area of Instrumental Music, non-tenure track

DUTIES AND RESPONSIBILITIES:

.Specific duties include: accompanies instrumental and vocal music majors for applied studio lessons, applied music jury examinations and weekly Laboratory and Performance Classes; provides appropriate piano accompaniments for music majors' junior and senior recitals; accompanies the Kentucky State University Concert for the Annual Spring Concert Tour, and special performances on and off campus including scheduled weekend dates; accompanies the Opera/Music Theatre Workshop for rehearsals and performances; provide classroom and laboratory instruction in Applied Keyboard Instrumental Music and according to qualifications and Area of Music needs; supervises the area's Piano Laboratory and accompaniment schedule; coordinates compliance issues which are associated with required student proficiencies regarding keyboard knowledge and skills; completes other duties as assigned by the divisional chairperson.

MINIMUM JOB REQUIREMENTS

Master's degree in classical piano performance required.

Accompanying experience in classical vocal, instrumental, choral and opera/music theatre repertoire required.

Sight reading ability required.

Comprehensive knowledge of vocal, instrumental and choral repertoire.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Comprehensive knowledge of vocal, instrumental, choral and opera/music theatre repertoire.
- Experience in accompanying.
- Sight reading ability required
- Teach one music class per semester as needed.

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Assigned studio/office space with piano, computer and telephone located in the music section of Bradford Hall. Studio/office provided for accompanying, class preparations and individual music majors' teaching and practice sessions as scheduled.

REVISED: May 2016

Description

Job Code/Title: 1501/ Area of Music Staff Accompanist

Position Number: 100243

Non-Exempt Exempt Part time

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Summary:

The duties of the Area of Music Accompanist include accompany instrumental and vocal music majors for applied studio lessons, applied music jury examinations, and weekly Laboratory and Performance Classes.

Additionally, the accompanist will closely coordinate with the residential Keyboard professor to ensure that the following services are provided: appropriate piano accompaniments for music majors' junior and senior recitals; accompaniment for Kentucky State University Concert Choir rehearsals and performances; special performances on and off campus including scheduled weekend dates, accompany the Opera/Music Theatre Workshop for rehearsals and performances; and other duties as assigned by the Chairperson

Duties and Responsibilities:

1. Attend scheduled classes and rehearsals required for piano accompanist.
2. Schedule individual accompanying/teaching weekly sessions for music applied majors (instrumental and vocal).
3. Attend Concert Choir rehearsals Monday, Wednesday and Friday 4:00 p.m. – 5:30 p.m.
4. Accompany Concert Choir for performances on campus and scheduled out-of-town/state performances. This includes Concert Choir Annual Spring Tour and some scheduled weekend performances.
5. Attend Opera/Music Theatre Workshop rehearsals, Tuesdays and Thursdays 6:30 p.m. – 8:00 p.m.
6. Accompany Opera/Music Theatre Workshop performances.
7. Accompany music majors' required recitals performed during early evening hours, and weekend dates.
8. Accompany weekly Major Applied Laboratory (Tuesdays 1:00 p.m. – 1:50 p.m.). Performance Classes (Thursdays 1:00 p.m. – 1:50 p.m.).
9. May provide instruction for courses within his/her area of expertise and fully complies with all teaching related duties and expectations, as they are delineated within the KSU Faculty Handbook.
10. Other related duties as required and assigned

Minimum Job Requirements

Demonstrated piano performance skills.

Previous experience in classical vocal, instrumental, choral and opera/music theatre repertoire

When necessary, appropriate credentials for the provision of instruction within his/her area of expertise

Knowledge, Skills, and Abilities Required:

- Knowledge of vocal, instrumental, choral and opera/music theatre repertoire.
- Experience in accompanying.
- Sight reading ability required

General Working Conditions: Studio provided

Created: April, 2015

Revised: June 2015

Kentucky State University

Position Description

100238

Unit: Academic Affairs

Division: Fine Arts

College: Arts and Sciences

Supervised by:
Divisional Chairperson

JOB TITLE: Administrative Assistant II

DEPARTMENT: Division of Fine Arts

JOB RELATIONSHIPS:

Supervises: Work- Study students

POSITION SUMMARY: Non exempt

DUTIES AND RESPONSIBILITIES:

Performs highly skilled secretarial services including but not limited to:

- (1) The appointee will type and file correspondence, reports, exams, articles, speeches, manuscripts, programs, detailed forms, and other materials.
- (2) Take dictation (in shorthand or through the use of dictation equipment) and transcribe on a typewriter or word processor.
- (3) Operate standard office equipment such as copiers, calculators, video terminals, telephones, etc.
- (4) Serve as receptionist, receive and deliver mail and telephone messages for all divisional faculty, staff and chairperson.
- (5) Maintain records of chairperson's schedule and instructors' schedules and schedule appointments for the divisional chairperson.
- (6) Maintain inventory of office supplies, place orders, and distribute materials to faculty and staff.

- (7) Keep an accurate account of each requisitions, travel authorization, work orders and other documentation of monies being requested in order to determine exact amount in budgets at any time if needed.
- (8) Perform bookkeeping and data entry function.
- (9) Responsible for general office management and will work with a great deal of independence requiring minimum or no detailed supervision.
- (10) Establish and maintain divisional files, compose correspondence, proofread, and prepare technical tables.
- (11) Keep good rapport with all university faculty, staff personnel, students and community.
- (12) Maintain an effective filing system.
- (13) Supervise all work-study students assigned to the divisional.
- (14) Make travel, lodging and meeting facility arrangements.
- (15) Organize and maintain sensitive and/or confidential files.
- (16) Assist the divisional chairperson with recurring and non-recurring reports.
- (17) Directly assist the chairperson with all aspects of divisional management.
- (18) Receive, records and forward job applicant materials to appropriate person.
- (19) Prepare semi-monthly payrolls.
- (20) Compose draft letters and memorandums to faculty, staff and or students when requested
- (21) Requests information from Faculty. Follow up expected.
- (22) Maintain College budget expenditures
- (23) Prepare vacancy notices, EPAF, budget changes, honorarium, internal overloads, distributions of effort and other forms associated with employment status of faculty or staff. Assure that all documents are attached. Check for accuracy.

QUALIFICATIONS:

High School education or equivalent.
 A minimum of two year' secretarial experience.
 Knowledge of word processor and fax machine.
 A minimum of 55 words per minute accurate typing.
 Responsible secretarial, bookkeeping-supervisory experience.

KNOWLEDGE, SKILLS AND ABILITIES:

-Knowledge of the principles of office management
 -Knowledge of Business English, Spelling and Arithmetic.

- Ability to work independently on responsible and confidential assignments.
- Must possess professional maturity.
- Must be highly organized. Must be able to effectively deal with confidential information of written and spoken nature.
- Ability to compose effective and accurate correspondence