

## TTU Instrumental Collaborative Piano Service Policy

1. The primary role of the **staff collaborative pianists** is to play for degree recitals, both graduate and undergraduate.

Other requests may be considered, but are secondary to the above. These may include:

- Faculty recitals
- Guest artist recitals
- Prospective faculty auditions
- Concerto competition

2. **TA and scholarship student collaborators** shall play for the following:

- Degree recitals
- Juries
- Large ensembles

The following performances will be considered **as part of** the degree recital or jury requests:

- Lessons
- Studio classes
- Studio recitals
- Area recitals
- Concerto competition
- Guest artist master classes

3. To submit a request for accompanying services, fill out the appropriate request form located on the [School of Music website](#) (see “Faculty Resources” or “Student Resources”) and submit electronically. Either students or faculty may submit the form. The completed form should be submitted by the deadline posted on the website. Several reminders will be sent to faculty before the deadline.

All requests should be submitted as soon as possible after receiving confirmation of performance venue scheduling. Requests will be filled according to available personnel, repertoire and scheduling.

4. Be aware that **hearing and dress rehearsal** dates and times will need to be coordinated with the pianist's schedule after assignment of pianist to event.
5. It is the responsibility of the instrumentalist/conductor to submit scores within 24 hours of the online request submission. Upon request, an audio recording (or internet link) should be sent to the student collaborator or staff accompanist as soon as the request assignment is made.

For a student collaborator, the materials should be received no less than **6 weeks** ahead of the recital hearing or other performance and at least **3 weeks** before the pianist has any playing responsibilities (e.g., rehearsals).

For a staff pianist, the materials should be received no less than **6 weeks** ahead of the recital hearing or other performance and at least **2 weeks** before the pianist has any playing responsibilities.

6. Whereas there is no guarantee that all requests will be filled, every effort will be made to cover as many requests as possible, based on the repertoire difficulty, scheduling and the skills of available pianists.

#### 7. Time allocation

Staff pianists: the maximum amount of time allotted for rehearsals, lessons, and all associated SOM performances pertaining to a full-length recital **will not exceed 15 hours**. Appearances in studio classes or area recitals will normally count for 30 minutes of accompanist time.

For Guest Artist recitals the total time of rehearsals will not exceed **5 hours**.

TAs and student collaborators: when TAs and scholarship student collaborators are given a collaborative assignment, their assigned time contribution is:

**Jury: 5 service hours** (including rehearsals, lessons, all associated SOM performances and the jury itself)

**Recital: 15 service hours per full recital / 7.5 service hours per half recital** (including rehearsals, lessons, all associated SOM performances and the recital itself)

A reasonable expectation of the pianist is attendance at one rehearsal and one lesson per week. Appearances in studio classes or area recitals will normally count for 30 minutes of accompanist time.

Student collaborators will be encouraged to keep track of services provided. If the student instrumentalist or faculty member requests more time, the pianist is at liberty to decline or to charge the student for the extra time.

8. Collaborative pianists are responsible for a maximum of **25 minutes** of music on a junior recital and **50 minutes** on a senior or graduate recital.

9. If the instrumentalist/conductor wishes to have the pianist accompany out-of-town performances, the pianist can decide whether or not to travel. If the pianist agrees to do so, it is the responsibility of the requestor to pay the expenses of the pianist and to remunerate him or her at an agreed-upon rate.
10. If extenuating circumstances require a change of recital date, inform the Collaborative Area Coordinator and assigned collaborator **immediately** and consult with the collaborator before rescheduling the recital. Should the original collaborator become unavailable for the new date, the student bears full responsibility for finding another pianist.

Postponement of a recital **without** advance coordination with the collaborator will result in the **cancellation** of accompanying services for that recital.

*If you or your student have health/safety concerns regarding COVID-19, please reach out to the Collaborative Area Coordinator or your assigned staff pianist.*