

AUBURN UNIVERSITY DEPARTMENT OF MUSIC
COLLABORATIVE PIANIST GUIDELINES
(Revised January 11, 2023)

Unlike many music programs, Auburn provides some accompanying time to its students at the Department of Music's expense. To ensure that this limited resource is utilized in an equitable and professional manner, the Department of Music has adopted the following guidelines:

ACCESS TO COLLABORATIVE PIANIST SERVICES

The AU Music Department provides collaborative pianists for degree-required recitals, convocation performances, and juries, if student responsibilities are fulfilled (see below).

VOICE STUDENTS

At the beginning of each semester, but no later than the end of the first week of the semester, voice instructors will submit their applied voice teaching assignments (i.e., name of student, days/times, and complete student schedule) to collaborative pianists. During the second week of the semester collaborative pianists will assign a pianist to each student and inform each voice instructor of the collaborative pianist assignments. Once the assignments are made, the assigned pianist will contact the student (cc:ing the instructor) providing a day/time for weekly rehearsals and instructions for copying and submitting music to the pianist.

The collaborative pianist service for a voice student includes weekly 25-min rehearsal and 25-min lesson accompanying and convo and jury performances. Weekly accompanying service starts on Week 3 of the semester.

VOICE RECITALS

The collaborative pianist service for voice recitals includes one dress rehearsal: 30 minutes for a BM Junior or BME Recital, 60 minutes for a Senior BM Recital.

INSTRUMENTAL STUDENTS

For required convocation performances and juries, 2 total hours of accompanying are included.

INSTRUMENTAL RECITALS

The collaborative pianist service for recitals includes rehearsal in preparation for the performance: A BM Junior recital or BME recital includes 1.5 hours of rehearsal, A BM Senior recital includes 2.5 hours of rehearsal. If the recital program is longer than required, the student may be responsible for paying a fee at the discretion of the collaborative pianist.

ALL STUDENTS

Students may also request collaborative pianist services for non-degree recitals, recordings, and other non-required performances (i.e, other than those specified in the student's curriculum). This includes off-campus performances and competitions. In this case, compensation and scheduling shall be negotiated between the student and the collaborative pianist. The suggested fee for departmental collaborative pianists is \$75/hr.

Departmental collaborative pianists may also be hired, at the student's expense, when departmental hours have been exhausted. In this case, compensation and scheduling shall be negotiated between the student and the collaborative pianist. The suggested fee for departmental collaborative pianists is \$75/hr.

STUDENT RESPONSIBILITIES

- Each student requiring collaborative pianist services is expected to complete a **STUDENT PERFORMANCE REQUEST FORM** to ensure accompanists' availability for their given performance. Forms are available on the Music Department homepage and must be sent to the student's applied teacher for online submission to the Auburn Box folder. **Deadline for submission of convocation performance requests is the end of the 2nd week of classes.** In the case of degree recitals, the student should discuss appropriate dates/times of the recital hearing when the recital date is confirmed. **Deadline for scheduling all degree recitals is the 5th day of classes in a semester.**
- Sheet music must be submitted along with the Performance Request Form. Under no circumstance should the accompanist be expected to copy the student's music. Failure to submit music by the appropriate deadline will result in forfeiture of accompanying service.
- **Music for Jury should be submitted to the collaborative pianist at least 6 weeks from the Jury date.** If the music is particularly difficult, the student is encouraged to give the accompanist as much advance notice as possible.
- If a student is required to re-take a jury or incomplete recital, they may contact the previously assigned collaborative pianist to whom they will pay the accompanist fee. In the case of a university-approved absence, a makeup date is subject to the availability of the collaborative pianist. For university-approved make-up juries, the pianist will provide one rehearsal and jury performance at no additional charge to the student. Any additional rehearsals or subsequent re-jury (if necessary) will be subject to the accompanist fee.
- Students are encouraged to contact their collaborative pianists as early as possible to plan and schedule rehearsals.
- For rehearsals, it is expected that the student will be familiar with the music and have mastered most of the technical aspects prior to the first rehearsal with the accompanist. While all of the collaborative pianists are proficient sight readers, they should not be expected to sight read in lessons and rehearsals.

CANCELLATION POLICY

24-hour notice should be given by either party unless there is an emergency. Rehearsal time must be compensated in the event of a cancelled or postponed performance.

- Students must inform the collaborative pianist 24 hours in advance if they must cancel a scheduled rehearsal. If a student misses two scheduled rehearsals, the accompanist will not play for that performance.
- In the event that the collaborative pianist must cancel, they will notify the instructor and student within 24 hours and make arrangements regarding a potential makeup day/time.

A list of Auburn Music Department Collaborative Pianists is below.

Dr. Yumin Na	yzn0015@auburn.edu
Ms. Haein Kim	hzk0071@auburn.edu
Dr. Minjung Seo	mzs0187@auburn.edu