

Information and Application Guidelines for Associate Instructorships and Graduate Assistantships in the Composition Department (for Fall 2014)

GENERAL INFORMATION

All graduate composition majors are invited to apply for associate instructorships (AI) and graduate assistantships (GA) in the composition department. The department will consider current students for these positions, as well as students who are applying for admission.

The following positions are supervised by the composition department:

- 4 Associate Instructorships (Composition), for teaching classes in Notation and Calligraphy, Instrumentation, Free Counterpoint, Composition Seminar, and private composition lessons for non-majors (*see details below*).
- 1 Graduate Assistantship, as music copyist & assistant coordinator of music composition (*see details below*).
- 1 Graduate Assistantship, as assistant director of the New Music Ensemble & coordinator of music composition (*see details below*).

These positions are 37.5% FTE, involving approximately fifteen hours of work each week. Information concerning the stipend, fee remission, and health insurance (if needed) attached to these positions can be obtained from the Office of Music Admissions and Financial Aid, JS100.

DEADLINE : February 15

DUTIES

Associate Instructor (Composition)

Associate Instructors (composition) will be expected to teach the following in rotation, under the supervision of the chair of the composition department:

- AI #1
 - Fall: Notation & Calligraphy (K133). *Basic principles of notation, with instruction in the skill of copying by hand and copying with Finale or Sibelius. Notation and organization of music manuscripts, scores and parts.*
 - Spring: Repertoire Seminar (I500) for freshman and sophomore composition majors .
- AI #2
 - Instrumentation (K214-215). *Ranges, tonal possibilities, technical limitations, and necessary transpositions for all orchestral and band instruments.*
- AI #3
 - Free Counterpoint (K231-232). *Development of contrapuntal skills and techniques in two-, three- and four-part textures. About half of the first semester focuses on 16th-century counterpoint, the remainder of the year on twentieth-century idioms.*
- AI #4
 - Composition Seminar (I500 – non-majors section). *Designed to stimulate interest in contemporary composition through the performance and discussion of 20th-century works by Workshop participants and others.*
 - Composition AI Coordinator. AI roster assignments and teaching schedule, supervision of AI office, recording of concert attendance for all composition students, non-majors recital, help maintaining bulletin board and calendar of events, planning for non-majors recital.

Additionally, each AI teaches up to six students in private lessons in composition (K100, K710). *Organization of musical ideas into logical and homogeneous form; emphasis on melodic writing, phrase structure, composing idiomatically for instruments, and two- and three-part counterpoint.*

Other responsibilities. Among the general responsibilities of the composition AIs will be stage management at general composition recitals (if needed), taking attendance at required composition recitals and concerts and at the major's seminar, assisting the chair of the department with occasional departmental business, etc. Through their teaching activities and their work as highly visible graduate composers, the AIs will be expected to serve as role models for younger composition students.

Graduate Assistant (Music Copying & Assistant Coordinator of Music Composition)

The GA in this position will be expected to assist the faculty with the copying of scores and parts, under the general supervision of the chair of the department, and the specific supervision of the various faculty the GA will assist. Assistant coordinator duties will include administrating the Student Composition Recitals, maintaining departmental e-mail lists and miscellaneous tasks as needed under the supervision of the chair.

Graduate Assistant (New Music Ensemble & Coordinator of Music Composition)

The GA in this position will assist the director of the New Music Ensemble in arranging rehearsals, maintaining the NME website, writing and assembling programs and program notes, creating concert posters, help hosting guest composers, stage managing concerts, etc., under the general supervision of the chair of the department and the specific supervision of the director of the New Music Ensemble. Coordinator duties will include the department's monthly newsletter & blog, serving as webmaster for the department web site, and other miscellaneous tasks as needed under the supervision of the chair.

APPOINTMENT CRITERIA

• **Associate Instructor (Composition)** Among the criteria for appointment will be the following:

- (1) (a) Current students: Applicants should be graduate composition majors in good standing, making satisfactory progress in their degree programs. It is also desirable that applicants be known to department faculty through performances of their works on general composition recitals.
(b) Entering students: Applicants' transcripts, compositions, record of performances, letters of recommendation, and the interview with composition faculty will be assessed in light of the criteria for an AI appointment.
- (2) Demonstration of the following through completed compositions:
 - (a) A knowledge of the principles of, and a graphic skill in producing, music notation and calligraphy in pencil or ink.
 - (b) Practical knowledge and skill in the use of Finale and/or Sibelius.
 - (c) Practical knowledge and skill in instrumentation.
 - (d) Indications of contrapuntal ability in the applicant's own compositions.
- (3) A general assessment on the part of the composition faculty that the applicant will work effectively as a teacher in both classroom and private settings, and will work cooperatively with faculty and other AIs.

• **Graduate Assistant (Music Copying & Assistant Coordinator of Music Composition)**

Among the criteria for appointment will be the following:

- (1) (a) Current students: Applicants should be graduate composition majors in good standing, making satisfactory progress in their degree programs. It is also desirable that applicants be known to Department faculty through performances of their works on general composition recitals.
(b) Entering students: Applicants' transcripts, compositions, record of performances, letters of recommendation, and the interview with composition faculty will be assessed in light of the criteria for a GA appointment.
- (2) Demonstration through completed compositions of knowledge of the principles of, and a graphic skill in producing, music notation and calligraphy. Proficiency with Finale and Sibelius.
- (3) Good computing & communication skills, including the ability to maintain the listserve e-mail lists and communicate effectively through e-mail.

• **Graduate Assistant (New Music Ensemble & Coordinator of Music Composition)**

Among the criteria for appointment will be the following:

- (1) (a) Current students: Applicants should be graduate composition majors in good standing, making satisfactory progress in their degree programs. It is also desirable that applicants be known to department faculty through performances of their works on general composition recitals.
(b) Entering students: Applicants' transcripts, compositions, record of performances, letters of recommendation, and the

interview with composition faculty will be assessed in light of the criteria for a GA appointment.

- (2) Evidence of significant computer skills, including knowledge and ability to use (or to quickly learn to use) Word, Excel, Acrobat Pro, Photoshop (or another graphic editor), Dreamweaver (or a similar HTML editor), Google Drive, and Google Calendar. The Coordinator will need to learn to use IU's Web Content Management System (WCMS), our Wordpress Blog, and other systems including IU Sharepoint, IU Box and iContact.
- (3) A general assessment on the part of the composition faculty that the applicant possesses the organizational ability and interpersonal skills necessary for the position and will be able to work effectively with the ensemble and its director.

APPLICATIONS

The following materials should be submitted directly to the chair of the composition department, and **MUST BE SUBMITTED BY EMAIL WITH PDF ATTACHMENT ONLY** (with all files combined into **one PDF file assembled in the order listed below**). Do not send hard copies, Finale or Sibelius files, or audio recordings. Use this exact format for the filename of your attachment:

<last name>_AIGA_<year>.pdf Example: Copland_AIGA_2014.pdf

Associate Instructor (Composition) applicants:

- A cover letter, addressed to the chair of the composition department, indicating the position being sought.*
- A résumé, emphasizing any prior experience relevant to the position.
- Excerpt (2-3 pages) from a score for an instrumental work (chamber ensemble or orchestra) and a part extracted from the same work, demonstrating skill in music notation and calligraphy. This excerpt should be copied by hand, in pencil or in ink (*do not submit your original manuscript - scan this and submit as PDF*).
- Excerpt (2-3 pages) from a score for an instrumental work (chamber ensemble or orchestra) and a part extracted from the same work, both produced with an advanced computer music notation program, such as *Finale* or *Sibelius*.
- A complete score that demonstrates knowledge and skill in instrumentation.

Graduate Assistant (Music Copying & Assistant Coordinator of Music Composition) applicants:

- A cover letter, addressed to the chair of the composition department, indicating the position being sought.*
- A résumé, emphasizing any prior experience relevant to the position.
- A score and an extracted part from the same work, demonstrating the applicant's notational skill. This work should be produced with either *Finale* or *Sibelius*.

Graduate Assistant (New Music Ensemble & Coordinator of Music Composition) applicants:

- A cover letter, addressed to the chair of the composition department, indicating the position being sought.*
- A résumé, emphasizing any prior experience relevant to the position.

**Students who wish to be considered for more than one position may write a single cover letter, indicating the different positions being sought, and may enclose a single résumé.*

APPOINTMENT DECISIONS

After reviewing and discussing all applications, the composition faculty will decide about AI and GA appointments. Those appointed to positions will be notified as soon as possible, but only after the director of admissions and financial aid has confirmed eligibility for financial assistance.