

Information and Application Guidelines for Associate Instructorships and Graduate Assistantships in the Composition Department

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 Workshop, and private composition lessons for non-majors (*see details below*).
- 1 Graduate Assistantship, for music copying (*see details below*).
- 1 Graduate Assistantship, for assisting the director of the New Music Ensemble (*see details below*).

Information concerning the stipend and fee scholarships attached to these positions can be obtained from the Office of Financial Aid, MU120.

TERMS OF APPOINTMENT

Associate Instructor appointments are for terms of two years, contingent upon a satisfactory review at the end of the first year. The two-year term is not renewable. Because the two-year term may commence in the Fall of different years for different AIs, fewer than four AI positions may be available in any given year.

Graduate Assistants are appointed for a one-year term, with review at the end of the first year and the possibility of renewal for the following year; renewal beyond a term of two years is not possible. Because some GAs may hold these positions for one year and others for two, it is possible that in a given year one or both of these positions may be unavailable.

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:

- 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.*
- Instrumentation (K214-215) *Ranges, tonal possibilities, technical limitations, and necessary transpositions for all orchestral and band instruments.*
- Free Counterpoint (K231-232) *Development of contrapuntal skills and techniques in two-, three- and four-part textures. The first semester focuses on 16th-century counterpoint, the second semester on twentieth-century idioms.*
- 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.*
- 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, 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.

(DUTIES, *con't.*)

Graduate Assistant (Music Copying)

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.

Graduate Assistant (New Music Ensemble)

The GA in this position will assist the director of the New Music Ensemble in arranging rehearsals, maintaining NME website, writing and assembling programs and program notes, 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.

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)** 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.

• **Graduate Assistant (New Music Ensemble)** 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, (b) 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) Demonstrated computer skills, including at least the use of Word; also desirable is knowledge of Excel and basic HTML programming for website maintenance. (We use Dreamweaver).
- (3) A general assessment on the part of the composition faculty that the applicant possesses the organizational ability 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:

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*).
- 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 which demonstrates knowledge and skill in instrumentation.

Graduate Assistant (Music Copying) 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 produce with either *Finale* or *Sibelius*.

Graduate Assistant (New Music Ensemble) 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 all applications and after discussion, the composition faculty will decide AI and GA appointments by secret ballot. Those appointed to positions will be notified as soon as possible, but only after the office of the associate dean for admissions and financial aid has confirmed eligibility for financial assistance.
