

## **Graduate Assistantship Positions in Peabody Recording Arts and Sciences**

### **Introduction**

The two positions are critical to fulfilling the responsibilities of the Recording Arts and Sciences (RAS) department to the service of archival recordings of performances at Peabody and to the education of students enrolled in the BM and MA programs within the department.

### **Qualification**

Graduate students in RAS may apply for one of two graduate assistantship (GA) positions in the department after they have completed one full year of graduate or undergraduate coursework and workstudy in the RAS department. (Exceptions to this rule may be made at the discretion of the Director of RAS, but such exceptions are rare.)

### **Application Procedure**

Qualified students may apply for the GA positions through the Peabody Admissions Office. Each candidate will meet in person with the director of RAS and the studio manager for 20 minutes during the audition week in February.

### **Description of GA Positions**

#### 1. Faculty Support

- a. Half Position: Recording Arts and Sciences
- b. Half Position: Applied Acoustics

#### i. Responsibilities

1. Will provide support for full time and adjunct faculty including but not limited to the following:
  - a. Arranging musicians to perform for classes
  - b. Coordinating ensemble contacts for student projects
  - c. Preparation of class materials for faculty
  - d. Assisting faculty on research projects.
2. Provide technical support for students engaged in recording projects (both concert recordings and studio sessions) in person (when possible) or by phone or other electronic means.
3. Will be called upon to provide student training and tutorials.
4. May be asked to cover classes when an instructor has a planned absence or when the GA desires teaching experience.

#### ii. Expectations

1. Must be willing to use their personal mobile phone for contact with other students (both undergraduate and graduate) and faculty.
2. Must regularly check (at least once per day) their JHU email address.

#### iii. The expected workload is 15-20 (7.5-10 hours per week each half position).

## 2. Concert Recording Coordinator

### a. Responsibilities

- i. Monitor “Meeting Room Manager” (online calendar) for degree recitals and other events that are recorded by the department.
- ii. Direct contact with Peabody Concert Office to coordinate scheduling recording of the degree recitals in RAS studios.
- iii. Verify that all events that are to be recorded are covered by a qualified student engineer. *If a concert does not have an assigned engineer, it is the responsibility of the GA to act as the engineer for that recording.*
- iv. Must contact the engineer assigned to a concert recording at least 30 minutes before the start of every event to ensure that they are there and provide technical support if necessary. *(Note: This position is critical to effectively fulfilling the department’s responsibility to archive audio recordings of performances in the Peabody concert halls. Experience has shown that this phone call is a necessary step to ensure that the recording will be executed on time and properly.)*
- v. Will be called upon to provide student training and tutorials.
- vi. May be asked to cover classes when an instructor has a planned absence or when the GA desires teaching experience.

### b. Expectations

- i. Must be willing to use their personal mobile phone for contact with other students (both undergraduate and graduate) and faculty.
- ii. Must regularly check (at least once per day) their JHU email address.
- iii. The expected workload is 15-20 hours per week with more obligations towards the ends of the semesters. The spring semester is more demanding due to the high number of student recitals and concert events.

## Half Assistantships

- At the discretion of the Director of RAS, one or both GA positions may be split into two parts, in which case students will be awarded half the tuition benefit throughout the academic year. Often the faculty support role will be divided into two half positions, with one supporting Recording Arts and the other supporting Acoustics.