Title: Director, Piano Services

Pay Scale Group: 16

Essential Function

Under general supervision from a designated administrator, repair and upgrade concert hall pianos. Oversee coordination and management of piano maintenance, repairs and improvements.

Characteristic Duties

- Direct and manage the tuning, placement, repair and rebuilding of the keyboard inventory.
- Direct purchases; develop and manage budget and payroll records.
- Keep keyboard inventory and service database.
- Responsible for administrative duties including: research and maintain all piano equipment exercising discretion and independent judgment; receive requests for piano services; schedule and assign work as needed.
- Advise, consult and provide piano support to the College Conservatory of Music community by preparing concert hall and practice room pianos for repairs and upgrades; consult with faculty and students on piano needs.
- Work cooperatively with CCM faculty and staff to develop, maintain and implement short-term and long-term strategies for maintaining and building the piano inventory at a level commensurate with the Conservatory’s programs.
- Perform evening and weekend concert service
- May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- seven (7) years experience. Experience in piano voicing, regulation, tuning and repair at the artist or conservatory level is required. Experience may also require at least one (1) year supervision.

Last updated: September 2007