

Collaborative Pianist Policy & Procedures

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Purpose

This document provides guidance for Tulane University Newcomb Department of Music students and faculty regarding the engagement of faculty collaborative pianists. The purpose of this policy is to ensure that all students receive equitable collaborative support for Music Department sponsored classes and events, while maintaining fair and balanced workloads for faculty pianists throughout the academic year.

Collaborative pianist services are scheduled in the order requests are received and depend on each pianist's availability within their contracted workload. Please note that submitting a request does not guarantee availability, so we ask that you submit as early as possible.

Requesting Collaborative Pianist Support

Collaborative pianist assistance is available to current applied music students in the Tulane University Newcomb Department of Music, including those enrolled in **voice, instrumental lessons, Musical Theatre Workshop, Choir, and Opera**. This support is intended to enhance performance preparation and is reserved for students actively participating in departmental instruction and ensembles. Students enrolled in voice lessons do not need to submit a pianist request for their weekly lessons, as this support is already provided through the department.

To request collaborative pianist services:

1. Complete the Collaborative Pianist Request Form
[Collaborative Pianist Request Form-Newcomb Department of Music – Fill out form](#)

2. Upload a legible and clearly marked PDF of your music via One Drive:
<https://tinyurl.com/yamjj883>

Submissions sent by text message or email will not be accepted.

Deadline: Submit at least one week before your scheduled lesson, performance class, or jury.

To prepare your pieces for upload see the **file preparation** heading below.

File Preparation

To ensure your music is properly prepared for performance, please follow these steps when uploading your PDF.

1. Submit only the pages of the pieces that are to be performed. Do not upload entire works if only excerpts will be played. Examples: One movement of a concerto, a single aria from an opera.
2. Mark all cuts in color.
3. Submit each piece as a separate PDF and label your files clearly.
4. All pages in correct order and clearly legible. Avoid shadows, crooked pages, or low-quality images.

Timeline for Scheduling Rehearsals

Vocalists

- Submit music immediately upon assignment, or no later than one week after repertoire is confirmed with your professor.
- All repertoire for the semester must be submitted by Week 6.

Instrumentalists

Concerto Competitions, Juries, and Studio/General Performances

- Fill out [Collaborative Pianist Request Form-Newcomb Department of Music – Fill out form](#) with all the details of the event.
- Submit music 6 weeks prior to the performance.
- Begin rehearsals 4 weeks before the event.

Degree Recitals

- Submit music 3 months in advance.
- Fill out [Collaborative Pianist Request Form-Newcomb Department of Music – Fill out form](#) **by the end of the semester preceding the recital semester (see recital Schedule Guidelines below).**
- Begin rehearsals 8 weeks prior to the recital to allow adequate preparation for lessons and the recital hearing.

Recital Scheduling Guidelines

Students planning a degree recital for the upcoming semester must notify the Collaborative Pianist Coordinator by the end of the semester preceding the recital semester. This notification does not require a confirmed date or repertoire; those details will be submitted later according to the deadlines below.

Steps to Follow:

1. Consult with your studio professor to identify preferred recital dates (prepare several options).
2. Confirm your pianist's availability for those dates.
3. Reserve your recital date with Michael Batt.
4. If you need to change your recital date, consult both your private teacher and your collaborative pianist before doing so.
5. The collaborative pianists name must be included in all materials, including the project description, poster, and program.

Communication & Cancellations

Communication

All communication must be conducted via Tulane email during standard business hours. Messages sent outside these hours may not receive a prompt response. This ensures clarity, consistency, and a reliable record of correspondence.

To use our rehearsal time effectively, students are expected to come prepared, with notes and rhythms learned in advance.

Cancellations

If your lesson is canceled, it is students responsibility to notify your collaborative pianist directly via email. Timely communication helps maintain respect for everyone's time and workload.

Thank you for respecting these guidelines and supporting effective collaboration.

This policy is subject to change. For questions or clarification, please contact Aigerim Magavina at amagavin@tulane.edu

