Yale INSTITUTE OF SACRED MUSIC

Student Job Descriptions: Payroll Assistant

Report to: Manager of Music Programs & Concert Production and ISM Business Office

Ongoing duties:

• At the start of the fall term, arrange a meeting with Liz Santamaria (elizabeth.santamaria@yale.edu) in the Business Office for payroll system orientation
• Consult regularly with conductors and managers of paid ensembles about who should get paid for what hours
• Assist the Business Office to ensure that all hired musicians are paid correctly and on time. Paid musicians include
  o singers in Rep Chorus
  o singers in Recital Chorus
  o accompanists for student choruses
  o instrumentalists in each of the four Recital Chorus orchestras
  o instrumentalists in the spring-term Rep Chorus concert
  o singers in Marquand Chapel Choir
  o singers in Battell Chapel Choir
• Ensure that all hired musicians (vendors) are given any required tax forms, and that these are promptly completed and returned to the Business Office
• Every Monday by noon, approve student employees’ timesheets in the online Student Employee system

Pay scale:

• Rate of pay for choral ensembles:
  o $14/hour for chorus singers
  o $18/hour for section leaders, one per section

• Rate of pay for ensemble instrumentalists:
  o $25/hour

Payroll: This position reports time hourly each week in the online Student Employee system