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
  - singers in Rep Chorus
  - singers in Recital Chorus
  - accompanists for student choruses
  - instrumentalists in each of the four Recital Chorus orchestras
  - instrumentalists in the spring-term Rep Chorus concert
  - singers in Marquand Chapel Choir
  - 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:
  - $14.75/hour for chorus singers
  - $18/hour for section leaders, one per section
- Rate of pay for ensemble instrumentalists:
  - $25/hour

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