

EMPLOYEE “CHEAT SHEET”

Just a few helpful hints for the 2022-23 school year.

Senior Leadership

Heather Moore, *Executive Director*
Dr. April Clayton, *Artistic Director*
Justin Morgan, *Dean*
Anna Maxwell, *Executive Assistant*

hmoore@giftedmusicschool.org
aclayton@giftedmusicschool.org
jmorgan@giftedmusicschool.org
amaxwell@giftedmusicschool.org

Program Administration

Linda Duan, *Conservatory Manager*
Rachel Taft, *GRIT Program Coordinator*
Deborah Moench, *Suzuki Professor Emerita* *
Katherine Baird, *Suzuki Program Coordinator & Prep Chamber Music*
Kristina Turner, *Suzuki Program Coordinator*
Shenae Anderson, *Conservatory Orchestra Coordinator*

lduan@giftedmusicschool.org
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dmoench@giftedmusicschool.org
kbaird@giftedmusicschool.org
kturner@giftedmusicschool.org
sanderson@giftedmusicschool.org

Development Office

Jennifer Way Zemp, *Development Chair* *
Juniper Taylor, *Executive Assistant*

jzemp@giftedmusicschool.org
jtaylor@giftedmusicschool.org

Creative Department

Adam Wester, *Creative Director*
Elijah Rizzuto Smith, *Social Media Producer*

awester@giftedmusicschool.org
erizzutosmith@giftedmusicschool.org

Student Services Staff

Susan Andersen, *Student Services Manager*
Karin Bauer, *Student Services Assistant*
Joey Calkins, *Student Services Assistant*
Noel Jacobsen, *Student Services Assistant*
Joanne Rowland, *Student Services Assistant* *

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kbauer@giftedmusicschool.org
jcalkins@giftedmusicschool.org
njacobsen@giftedmusicschool.org
jrowland@giftedmusicschool.org

Faculty Council

Dr. LeeAnn Morgan, *Chair*
Dr. Vera Oussetskaia-Watanabe, *Co-Founder*
Eugene Watanabe, *Co-Founder* *
Dr. Michael Chikinda
Dr. April Clayton
Dr. Whitney Pizza
Justin Morgan

lmorgan@giftedmusicschool.org
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aclayton@giftedmusicschool.org
wpizza@giftedmusicschool.org
jmorgan@giftedmusicschool.org

Other Helpful Contacts

General Inquiries
Registration Inquiries
Financial Aid & Scholarships
Facilities & Reservations
Conservatory
Suzuki Program Coordinators
Employment Inquiries
Website & Social Media
Philanthropic Giving

info@giftedmusicschool.org
registration@giftedmusicschool.org
scholarships@giftedmusicschool.org
scheduling@giftedmusicschool.org
conservatory@giftedmusicschool.org
suzuki@giftedmusicschool.org
careers@giftedmusicschool.org
creative@giftedmusicschool.org
giving@giftedmusicschool.org

* denotes board member

EMPLOYEE RESOURCES

An online resource center for faculty & staff.

We've compiled a variety of resources for GMS employees on our website, including calendars, a directory, payroll schedules, financial aid information, school policies, handbooks, meeting dates, office forms, and more. You can also find links to update your faculty profile, enroll in GMS' MasterClass.com employee benefit, propose a new course or workshop, apply for assistance for professional development, and share news.

All faculty and staff are encouraged to check this page periodically as we add new resources to this page. To suggest adding other helpful resources, please e-mail dean@giftedmusicschool.org.

www.giftedmusicschool.org/employee-resources

Password: **energico**

CALENDAR

Dates for the 2022-23 school year.

Fall 2022	Aug. 22 – Dec. 21, 2022
Spring 2023	Jan. 9 – May. 22, 2023
Summer 2023	Jun. 5 – Aug. 20, 2023

More detailed calendars for this year and future years can be found at www.giftedmusicschool.org/employee-resources.

EXAM DATES

Juries, mid-terms, and Conservatory auditions.

ÉtudeFest

Oct. 18 – 19, 2022

Piano area

Fall Jury Examinations

Dec. 12 – 14, 2022

Guitar, piano, string, voice, and woodwind areas

Technique Exam

Mar. 14 – 15, 2023

Piano area

Spring Jury Examinations

May. 16 – 17, 2023

Conservatory and piano area

Conservatory Auditions & Theory Diagnostic

May. 27, 2023

Application deadline: May 1st

E-mail dean@giftedmusicschool.org if you have questions about exam dates or the academic calendar.

PIANO MAINTENANCE

Having issues with a piano at GMS?

Piano Area Chair, Dr. Whitney Pizza, will respond to all requests for piano maintenance. Contact Dr. Pizza by e-mailing wpizza@giftedmusicschool.org.

ACCOMPANIMENT

Looking for a collaborative pianist?

Piano Area Chair, Dr. Whitney Pizza, is also happy to answer any questions regarding GMS accompaniment.

Dr. Alie Yorgason

Suzuki Collaborative Pianist

ayorgason@giftedmusicschool.org

Dr. Conlan Miller

Conservatory Collaborative Pianist

cmiller@giftedmusicschool.org

Dr. Whitney Pizza

Piano Area Chair

wpizza@giftedmusicschool.org

HOUSEKEEPING

Whiteboard etiquette for team members.

Faculty members who utilize classroom whiteboards are kindly asked to wipe off markings at the end of class. The staff will also help by cleaning the whiteboards each month, but faculty are tasked with wiping down their board after use.

FACULTY COUNCIL

Our commitment to shared governance.

The Faculty Council meets monthly each third Friday at 2:00 p.m. between September and May. Although membership consists of Department Chairs, all faculty are invited to observe these meetings or submit agenda requests to their relevant Department Chair. Contact the Faculty Council Chair, Dr. LeeAnn Morgan, by e-mailing lmorgan@giftedmusicschool.org if you have any questions.

FACULTY RECITALS

Interested in performing in a Faculty Recital?

E-mail recitals@giftedmusicschool.org to let us know!