

Professor Victor Makarov
 Australian Institute of Music
 17-51 Foveaux Street
 Central Sydney NSW 2010



1st December 1998

Dear Victor,

I write on behalf of the Director, to invite you to accept the position of Head of the Piano Department at the Institute with a commencement date of Monday, 7th December 1998.

We would be delighted if you were able to accept this responsibility.

The salary for 1999 would be \$48,000 .

We have recently restructured the departments within the Institute and have established a Division of Contemporary Music. This means that responsibility for Contemporary Keyboard will now fall within that new Division. Therefore, as Head of the Piano Department, you would be in charge of all teachers of classical piano and their students.

In this position you would be responsible to the Principal of the Institute.

As Head of Department, your responsibilities will include:

1. Participation in official AIM meetings and Student Selections

- Academic Board and its sub-committees as required.
- Meetings convened by the Principal as required to consider a range of various academic matters including course and syllabus reviews and development; operation, coordination and delivery of approved syllabuses; and related student matters and assessments.
- Other meetings/forums as may be convened by the Director, Principal or members of staff delegated to convene such meetings.
- Examinations, auditions and student interviews regarding application for enrolment in AIM courses and reviews of examination results as required.

Division of Performing Arts • Division of Theoretical Studies • Division of General Studies
 17 - 51 Foveaux Street Central Sydney 2010 NSW Australia
 Telephone: (02) 9212 2333, 9212 2440 Facsimile: (02) 9212 2520
 email: aimusic@sydney.dialix.oz.au

Division of Technology
 200 Goulburn Street (Corner Waine & Riley Streets) Darlinghurst NSW 2010
 Telephone: 9212 4851 Facsimile: 9211 2627

2. Provision of advice and recommendations

To recommend and advise on the selection of appropriate staff to teach the various units that fall within the responsibility of the Piano Department and to coordinate and oversight approved teaching arrangements for such course subjects.

3. Provision to meet with staff members in areas related to Piano Department matters

From time to time it will be necessary to discuss with staff members matters relating to teaching arrangements, syllabus changes and other issues; and to advise, and receive advice on academic developments and policy initiatives. I would ask that, where possible, these processes take place on an informal basis with individual staff members. However, you will need to meet with all members of your staff formally at times and staff are able to claim payment for such meetings. Therefore the duration of these meetings should be kept to a minimum

I have set out the above responsibilities in some detail for your information. However, as you know, the Institute functions on a rather informal basis and I would hope that the Head of Department responsibilities would not impose excessively on your time during teaching periods. Certainly, Dr Calvo and I seek to keep formal meetings to a minimum.

You will be required to maintain the teaching hours set out in your original contract, namely 25 hours plus REDAC and the five boys. However, when you return from overseas, we should talk about ways of sharing the teaching of some of the students with less potential with other members of your Department.

All other conditions as set out in your original contract of 25th October 1997 will continue to apply.

I would be grateful if you let me have your response to this proposal before you depart for Korea next week.

We look forward to your continued invaluable contribution to the future development of the Institute and believe that in your hands the Piano department will go from strength to strength.

Yours sincerely,



J G PAINTER
Principal