

Saint Thomas Church, Fifth Avenue, New York City.

Saint Thomas Church seeks to appoint an Assistant Organist to work alongside Daniel Hyde (Organist and Director of Music) and Benjamin Sheen (Associate Organist). This is an exciting opportunity for an exceptional musician in the early stages of his/her career in church music to join Saint Thomas's world-renowned choral foundation. The Assistant Organist is a key member of the music department and supports the Organist and Associate in all aspects of their work, making a rich contribution to the musical life of the church. This role is to be split between the Church (60%) and the Saint Thomas Choir School (40%). Within the Choir School, the Assistant Organist will take the lead role in designing and delivering the choristers' music theory curriculum; he/she will also be responsible for running the school's ABRSM examination scheme. The post holder will be accountable to the Organist and Director of Music for all church related matters and to the Revd. Charles Wallace (Headmaster) on all school related matters. The post is full time and residential; it would suit an ambitious organist and choir director who has already acquired some professional experience, and is keen to develop further in a busy and demanding professional environment.

Main duties and responsibilities in Church:

- Playing the organ for rehearsals and services, both regular and special, as required by the Organist and Director of Music; such duties are shared with the Associate Organist
- Practice and thorough preparation of service music at the organs both in church and in the choir room as available
- Contributing a broad range of organ literature, suitably themed, to be played before and after services
- Assisting in the training and directing of the boy choristers
- Opportunities to conduct the Choir at choral services from time to time, as agreed
- Sharing with the Associate Organist the organ-playing duties and house-keeping arrangements for visiting choirs
- Playing two recitals each season in our weekly Sunday series
- Accompanying the boys on regular local and inter-state recruitment concert tours
- Attending the weekly Music Department meeting, usually held on Tuesdays
- Sharing with the Associate Organist the responsibilities for welcoming and looking after visiting recitalists each weekend. (The Associate Organist takes responsibility for organizing the series)

Main duties and responsibilities at the Choir School:

- Attending all rehearsals held at school, and working closely, alongside the Associate Organist, with junior choristers and probationers in small groups during choir rehearsals
- Teaching class theory to all the choristers, managing and maintaining a pre-determined curriculum and under close consultation with the Headmaster and Organists
- Managing all aspects of the choristers' instrumental studies, liaising with visiting instrumental teachers, compiling a weekly teaching timetable and managing details of those choristers entering for singing and instrumental ABRSM exams; accompanying at the piano where necessary
- To assist in the on-going recruitment initiatives as agreed with the Admissions Officer
- Contributing fully to the community of staff and students who are all residential

During school terms, the Assistant Organist will normally take Friday as a completely free day away from Church and School. The specific teaching timetable at School is determined by the Headmaster. It is intended that the administrative requirements at Church will be kept to a minimum, being handled by other colleagues in the office. The nature of the work necessitates considerable flexibility, and in particular outside the School full terms when visiting choirs sing services and different duty rotas apply. The post-holder is encouraged to consider outside concert and performing opportunities, and these should be undertaken only after prior consultation with the Organist and Headmaster so as to achieve a proper balance between Saint Thomas and non-Saint Thomas work; good communication, and in a timely manner, is essential in these areas. It is hoped that the Assistant Organist will be proactive in promoting Saint Thomas Church and its unique Choir School as a center of excellence within the diocese, nationally and internationally.

#### Key relationships:

The Assistant Organist is accountable to Daniel Hyde (Organist and Director of Music) and the Revd. Charles Wallace (Headmaster). The Assistant Organist will work closely with the Associate Organist, Choir School Staff, Music Office Manager, Choir Librarian, Gentlemen of the Choir, Concerts Office and the Church's Director of Administration and Finance.

#### Summary:

This list is not exhaustive and is intended to reflect the main tasks and areas of work for the Assistant Organist. Changes may occur over time, and as a result of prior consultation; the Assistant Organist will be expected to agree any reasonable changes to the job description that are commensurate with the general nature of the post.

PERSON SPECIFICATION:

ATTRIBUTES	ESSENTIAL	DESIRABLE
Education	<ul style="list-style-type: none"> <li>• Music degree</li> </ul>	<ul style="list-style-type: none"> <li>• Higher degree or evidence of postgraduate study</li> <li>• Professional organ qualification (eg. AAGO)</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Choral conducting, accompanying and choir training to a professional standard</li> <li>• In-depth knowledge of church and organ repertoire</li> <li>• Experience of working with children</li> <li>• A proven record as a recitalist</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of professional employment with a church, cathedral or collegiate choir</li> <li>• Experience of training boys' voices</li> <li>• Experience of teaching music theory in a class environment</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• High standard of fluent musical and technical proficiency</li> <li>• Ability/willingness to work as part of a team</li> <li>• Aptitude for working with children</li> <li>• Ability to work under pressure and to meet strict deadlines, all in good humor</li> <li>• Good administrative and IT skills</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarity with Sibelius music software</li> <li>• Familiarity with Microsoft and other computer software packages</li> </ul>
Personal	<ul style="list-style-type: none"> <li>• A sympathy for, and commitment to, the mission and values of Saint Thomas Church and School</li> <li>• A willingness to take an active part in our liturgical life</li> <li>• Commitment to ongoing study and professional development</li> <li>• Highest standards of personal presentation and organization</li> </ul>	

TERMS AND CONDITIONS:

The salary offered for this post is \$25,000 per annum. A one-bedroom, rent-free apartment, is provided in the Choir School, free from bills and utilities. Healthcare benefits include vision and prescription cover, dental, life, long- and short-term disability allowances, paid sick leave and four weeks paid vacation per annum.

There will be one weekday completely free from Church and School duties (usually Friday).

During school holidays, and except during periods of official leave, the music department should give sufficient time to administration, forward planning and meetings to ensure the continuity of the year-round musical and worshipping life of Saint Thomas Church. Specifically, it will be ensured that there is at least one staff organist available year round, for any specific Church duties during choir holidays, providing oversight for all weddings, funerals, visiting choirs and organists. At the same time, it is recognized that the workload during the choir term can be considerable, and that choir holidays offer an opportunity to recharge batteries and to work at a less hurried pace.

Interested candidates should send a CV and covering letter to Daniel Hyde at the email address

[musicdepartment@SaintThomasChurch.org](mailto:musicdepartment@SaintThomasChurch.org)

Applications should be received by Monday 15 May.