

### **Saint Thomas Church, Fifth Avenue, New York City.**

Saint Thomas Church seeks to appoint an **Assistant Organist** to work alongside Dr. Jeremy Filsell (Organist and Director of Music from April 2019) and Benjamin Sheen (Associate Organist). This is an exciting opportunity for an exceptional musician 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 the Associate in all aspects of their work, making a rich contribution to the musical life of the church. Please visit [www.saintthomaschurch.org/music](http://www.saintthomaschurch.org/music) to learn more about the church's history and its choral foundation.

This role is divided between the Church and Saint Thomas Choir School. 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.

This post is full-time and residential.

#### **Main duties and responsibilities in Church:**

- Playing the organ for rehearsals and services as required by the Organist and Director of Music; such duties are shared with the Associate Organist. Practice and thorough preparation is expected and the organs, both in the church and the choir room, are available. The provision of a broad range of organ literature is anticipated.
- Assisting in the training and directing of the boy choristers.
- Coordination of the weekly Sunday organ recital series, playing recitals within it and sharing in the hosting of visiting performers with the Organist and Director of Music and Associate Organist.
- In conjunction with the Associate Organist, assisting in the coordination of visiting choirs who sing the services at Saint Thomas's, and periodically stay in the choir school, during vacation periods.
- Attendance at church meetings as required and at the weekly Music Department meeting, usually held on Tuesdays.

#### **Main duties and responsibilities at the Choir School:**

- Attending all rehearsals held at school and working closely with the Associate Organist in taking junior choristers and probationers in small groups during such choir rehearsals.
- Teaching chorister music theory as directed by the Coordinator (currently the Associate Organist) and to act as accompanist for singing and instrumental ABRSM exams.
- Contributing fully to the residential community of staff and students.

During school terms, the Assistant Organist will normally take Friday as a completely free day away from Church and School. However, the nature of the work necessitates considerable flexibility, and in particular outside the School 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 balance between Saint Thomas and non-Saint Thomas work; good communication 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 Choir School as a center of excellence within the diocese, and indeed nationally and internationally.

#### **Key relationships:**

The Assistant Organist is accountable to Dr. Jeremy Filsell (Organist and Director of Music from April 2019) 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.

This list is not exhaustive but 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 on reasonable changes to the job description that are commensurate with the nature of the post.

**Person Specification:**

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Education</b>	Music degree	Higher degree or evidence of postgraduate study  Professional organ qualification (eg. AAGO)
<b>Experience</b>	Choral conducting experience, accompanying and choir training to a high standard  Well-developed knowledge of church and organ repertoire  Experience of working with children	Previous experience of professional employment with a church or cathedral choir  Experience with training boys' voices  Experience of teaching music in a class environment  Experience of music-making as a form of outreach and working with volunteer musicians
<b>Skills</b>	High standard of musical and technical proficiency  Ability/willingness to work as part of a team  Aptitude for working with children  Ability to work under pressure and to meet deadlines, and in good humour  Administrative/IT skills	Familiarity with Sibelius music software  Familiarity with Microsoft and other computer software packages
<b>Personal</b>	A sympathy for, and commitment to, the mission and values of Saint Thomas Church and School and an interest in being an integral part of a small but vibrant musical/academic community  A willingness to take an active part in the church's liturgical life  A commitment to ongoing study and professional development  Highest standards of personal presentation and organization	

**Terms and Conditions:**

The salary for this post is \$25,000 per annum. A studio apartment is provided within the Choir School, free of rent, 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 gives substantial time to administration, meetings and forward planning to ensure the continuity of the year-round musical and worshipping life of Saint Thomas Church. Specifically, there is at least one staff organist available the year round, for Church duties during choir holidays (providing oversight for weddings, funerals, playing for visiting choirs and hosting organists). Equally, it is recognized that the workload during the choir term can be considerable, and that time away is also important.

Interested candidates should send a résumé and covering letter addressed to **Dr. Jeremy Filsell** at [MusicSearch@saintthomaschurch.org](mailto:MusicSearch@saintthomaschurch.org) by **Friday 1<sup>st</sup> March 2019**. Interviews and auditions will be held at Saint Thomas Church on **Monday March 11<sup>th</sup>**.

JDF 02/08/19