



Saint Thomas Church Fifth Avenue Job Opening for - Associate Organist (Full-time)

Our Mission is to worship, love and serve our Lord Jesus Christ through the Anglican tradition and our unique choral heritage. Saint Thomas Church Fifth Avenue, New York, NY, is a growing and energetic parish of around 800+ active members and a much larger group of people associated through the livestream ministry, the Choir School, and music programs, in the Diocese of New York.

Just before the Pandemic, the parish had completed a rigorous period of self-study with *Wellspring Consulting* and had produced a 5-10 year strategic plan. Although the pandemic brought great challenges, far from delaying the implementation of that plan, it provided opportunity for growth and new ways of working. This included the implementation of a number of action plans with renewed vigor; namely, the setting up of a new Office of Institutional Advancement with a new staff, the appointment of a Director of Communications, and the expansion of the 'global parish' through the installation of a state-of-the-art camera system in the Church, and utilizing social media platforms; major improvements to the organization of the Church and Choir; significant changes to the financial controls and budget provision of the parish and School; the expansion of Children and Family Ministry and the redevelopment of the 9am mass with the creation of a new children's choir for girls and boys; a new financial model for the Choir School that involves collaboration with the Professional Children's School of New York; a Pan-Asian Ministry; expanded provision for Theological Education and Formation; a renewed commitment to Pastoral Care; a commitment to create a separate girls' choir, a professional consort of sopranos and men, and an outreach project to local children. The Vestry is currently engaged in planning a major capital campaign.

The **Associate Organist** is a key member of the music department who supports the Organist and Director of Music in all aspects of their work, and makes a rich contribution to the musical life of the church. The Associate Organist also works alongside the Associate for Musical Studies & Assistant Organist, the Organ Scholar, the Director of Transition of the Choir School, and the Music Associate for Children and Youth (Noble Singers Director).

The Rector is ultimately responsible for the liturgical and musical life of the parish, but the post-holder will be accountable to the Organist and Director of Music for all church-related matters. The Associate Organist works closely and in a collaborative spirit with the Director of Music and the Director of Transition of the Choir School regarding all issues of chorister training, and in all matters where school life intersect with the music program. The parish's strategic planning project in 2019 was the first in-depth period of self-study it has undertaken in many years. The goals to grow the church, ensure its

financial stability and to maintain the Choir School in perpetuity are those with which the Associate Organist is fully involved.

Reports To: The Organist and Director of Music

Salary: \$60,000 per annum. In addition, appropriate accommodation (currently a one-bedroom apartment) is provided within the Choir School, free of rent, bills and utilities. Additional compensation in the way of fees for weddings, funerals, extraordinary services or extra concerts not in the usual schedule.

Benefits: A package that includes medical, dental, vision and life insurance with AD&D coverage, short and long-term disability, flexible spending, commuter benefits, a 403(b) retirement plan with substantial company match, paid parental leave, 4 weeks' vacation plus generous holidays and paid time off (PTO)

Location: Saint Thomas Church, 1 West 53rd Street

Job Schedule:

Full-time, in-person position

Required to work weekends, particularly full-day commitments on Sundays

Flexibility in weekday scheduling

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 for Musical Studies & Assistant Organist and Organ Scholar. Practice and thorough preparation are expected and the organs, in the church and choir room at the Choir School, are available. The provision of a broad range of organ literature is anticipated. The Associate, Assistant Organists and Organ Scholar share the accompanying responsibilities for all choral services. The Associate normally assigns the accompaniments.
- Assisting in the training and directing of the boy choristers.
- Coordination of the weekly Sunday organ recital series is the remit of the Associate Organist. S/he plays recitals within it and shares in the hosting of visiting performers.
- The Associate Organist works alongside the Music Office Administrator and Librarian to provide all the musical material (titles/texts etc.) for the weekly service leaflets/bulletins. Proofing these in the latter stages of production is an important task.
- Visiting Choirs: The Associate has responsibility for supervising musical duties while the Choir is on vacation during the summer and at other times. All musicians share the summer workload, but the Associate Organist is the principal liaison between Saint Thomas Church and Visiting Choirs.
- The Associate will coordinate and, along with musician colleagues, host the visiting choirs which come to Saint Thomas (specifically, there is at least two staff organists 'on duty' the year round). While the visiting choir's own organist may accompany, the house organist will

always play hymns and service music.

- The Saint Thomas Consort is a choir of professional women and men. On Feast Days, and Sundays while the Choir is on vacation and there is no visiting choir, music is provided by the Saint Thomas Consort. The Consort is also available for Weddings and Funerals. The Associate Organist and the Director of Music manage and direct this ensemble.
- Attendance at church meetings as required, and at the weekly Music Department meeting, usually held on Tuesdays. The Associate Organist supports the Director of Music in advising the Vestry and may be asked to attend Vestry meetings in his absence, or to assist with the preparation of reports.
- The Associate is responsible for the planning of music for weddings and funerals, liaising with the member of the clergy responsible and the couple. This requires ensuring that an organist and/or director of the choir (if required) is scheduled and that the organist assigned is present at wedding rehearsals. There is additional compensation for this.
- The Associate Organist represents the Music Department on the Safeguarding Monitoring Committee of the Vestry, following current Safeguarding policies and liaising with church and school music staff with the dissemination of information regarding such policies.
- If the Director of Music is absent, the Associate Organist usually assumes the responsibilities of leading rehearsals (Morning Boys' rehearsals or Gentlemen's rehearsals on Thursday evenings 6:30-7:45 p.m.), conducting services, and any necessary administrative duties.
- The Associate attends all rehearsals held at school and works closely with the Assistant Organist and Organ Scholar in taking junior choristers and probationers in small groups during such choir rehearsals.
- Concert Series: The Associate will often play for the Concert Series as directed by the Director of Music. This involves any organ parts in an orchestra, solo organ accompaniments, solo organ works, and continuo organ or harpsichord. This is considered an integral part of the role and, therefore, there are no fees for performing in the concert series. The total compensation package reflects this.
- The Associate will be required to accompany the choir on any official Choir Tours. No fees are paid for Choir Tours which are seen as part of the job description.
- Organ Scholar: The Associate acts as mentor to the Organ Scholar, providing guidance, tuition and advice notably in regard to service playing.
- During school holidays, 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. Equally, it is recognized that the workload during the choir term can be considerable, and that time away is also important.
- During school terms, the Associate Organist will normally take Monday 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, 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 Associate 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. The Associate may accept fees from external bodies for concerts and recitals not held in Saint Thomas Church, though all such appearances must have the agreement of the Director of Music.

Key relationships:

The Associate Organist is accountable to the Organist and Director of Music. The Associate Organist will work closely with the Associate for Musical Studies & Assistant Organist, the Organ Scholar, the Director of Transition for the Choir School, the Music Associate for Children & Youth, Clergy, Choir School Staff, Music Office Administrator, Choir Librarian, Gentlemen of the Choir and the Concerts Office. The Associate will work closely with the clergy and should expect a collegial environment when working with them.

Person Specification:

ATTRIBUTES	ESSENTIAL	DESIRABLE
Education	Music degree Professional Organ qualification (AAGO or ARCO)	Higher degree or evidence of postgraduate study Advanced professional organ qualification (FAGO or FRCO)
Experience	Proficiency in playing the organ as a recitalist, accompanying choirs and congregations in liturgical music, psalm, and hymn-singing Experience of choir training and directing. Advanced piano and continuo-playing skills Well-developed knowledge of church and organ repertoire Experience of working with children	Knowledge and commitment to the Anglican Choral Tradition. Previous experience of professional employment with a church or cathedral choir Experience with the training of boys' voices Experience of teaching music in a class environment Experience of music-making as a form of outreach and working with volunteer musicians

Skills	High standard of musical and technical proficiency Ability/willingness to work as part of a team and an aptitude for working with children Ability to work under pressure and to meet deadlines, and in good humor Administrative/IT skills	Familiarity with Sibelius music software Familiarity with Microsoft and other computer software packages
Personal	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 and academic community A willingness to take an active part in the church's liturgical life	A communicant member of a Church. A working knowledge of the Episcopal Church.
	A commitment to ongoing study and professional development with the highest standards of personal presentation and organization	

Terms and Conditions:

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

Weekly Schedule *during the Academic Year*

<u>Sunday</u>	9:00am	Sung Eucharist with hymns (organ playing shared between Associate/Assistant/Organ Scholar)
	9:50am	Full Choir rehearsal
	11:00am	Choral Eucharist with Full Choir
	12:45pm	Lunch at the Choir School (optional)
	2:30pm	Boys' rehearsal
	3:00pm	Full Choir rehearsal
	4:00pm	Evensong
	5:15pm	Organ Recital
<u>Monday</u>		<i>Day off</i>

Tuesday

8:40-9:50am	Boys' rehearsal
10:00am	Organists' Meeting
2:00pm	Music Department staff meeting
4:15pm	Boys' rehearsal
4:30pm	Full Choir rehearsal
5:30pm	Evensong

Wednesday, Thursday

8:40-9:50am	Boys' rehearsal
4:15pm	Boys' rehearsal
4:30pm	Full choir rehearsal
5:30pm	Evensong

Friday

8:40-9:50am	Boys' rehearsal
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Saturday

9-10:30am	Boys' rehearsal
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Requirements & Physical Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, stand, sit, talk, see, or hear. The employee must occasionally lift and/or move up to 25 pounds.

Equal employment opportunities and diversity among its employees are fundamental principles at Saint Thomas Church and Choir School. We are an equal opportunity employer and do not discriminate in employment decisions and practices on the basis of sexual orientation, gender identity or expression, race, color, religion, national origin, sex, age, marital status, or any disability that can be reasonably accommodated in the administration of its various programs and policies, veteran status, genetic information, family responsibility, political affiliation or any other status protected by applicable laws.

This position requires US work authorization. Visa sponsorship is available.

Any offer of employment is conditioned upon the candidate successfully passing a background check, which may include initial credit, motor vehicle record, public record, prior employment verification, and criminal background checks. Results of the background check are individually reviewed with consideration of the nature and gravity of the background history and the job offered. Any offer of employment will include further information.

Application Process:

Interested applicants should complete an online application form at <https://www.saintthomaschurch.org/associate-organist-application-form/>. Incomplete materials will not be reviewed.

Applications must be submitted by 5pm on November 10, 2025.