



Saint Thomas Church Fifth Avenue Job Opening for Associate for Musical Studies and Assistant 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 for Musical Studies & Assistant 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 for Musical Studies & Assistant Organist also works alongside the Associate Organist, the Organ Scholar, the Director of Transition of the Choir School, and the Music Associate for Children and Youth (Noble Singers Director) and Associate for Children and Family Ministry with specific reference to musical and liturgical preparations for the 9 am Mass throughout the term and also during vacation periods.

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 Assistant 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 intersects 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 for Musical Studies & Assistant Organist** is fully involved.

Reports To: The Organist and Director of Music

Salary: \$50,000 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, or extraordinary services 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

The **Associate for Musical Studies & Assistant Organist** is a key member of both church and school music departments, supporting the church's Chorister program by assisting the Organist and Associate Organist in all aspects of their work.

In the school, they will lead the teaching of Musical Studies.

At church, they will assist the Associate Organist in the accompanying of liturgies (regularly five services per week) as required, help host the weekly Sunday 5.15pm recital series (organ and chamber music), and periodically assist the clergy in preparing their sung parts of the liturgy.

In carrying out these responsibilities, the **Associate for Musical Studies & Assistant Organist** will collaborate with clergy, the church's musicians and the faculty within the school. The role is divided 50/50 between the Saint Thomas Choir School and the Church, in term time and it is hoped that the

successful candidate will make a rich contribution to the musical life of the two branches of this world-renowned Institution.

The post holder will be accountable to the Organist and Director of Music for church-related matters, and to the Director of Transition on all school-related matters. Please visit the church's website (saintthomaschurch.org/music) to learn more about the church's history and its choral foundation.

The post is full-time and residential.

Main duties and responsibilities at the Choir School:

- Attending rehearsals held at school and teaching junior probationer choristers and probationers in small groups during these rehearsal times, as required.
- Leading the teaching of Musical Studies in a classroom environment. The curriculum is a tailor-made, three-pronged approach (history, theory, and practical musicianship).
- Maintaining the classroom environment and associated displays
- Teaching the organ. There is a three manual Hauptwerk digital organ in the Choir School, which is available for teaching the choristers and for personal practice.
- Acting as accompanist for singing and instrumental ABRSM exams in consultation with the school's Director of Instrumental Studies.
- To act as mentor to the Organ Scholar in aspects of their role as a teaching assistant for both Musical Studies classes and Probationer rehearsals.
- Attendance and playing an active part at the weekly Choir School faculty meeting, being the essential 'bridge' between Music Department and Choir School.
- Liaise with the Theology teacher around teaching content in the context of liturgical seasons.
- As a resident of the Choir School they are expected to take part in the residential life, spiritual and pastoral care of the boys. Attendance at mealtimes is encouraged on days when they are teaching. However, this role does not include residential/bedtime duties.
- There is an expectation that the **Associate for Musical Studies & Assistant Organist** accompanies the school residency at Camp Incarnation in the early summer.
- Write term and mid termly reports and meet parents and on occasion prepare presentations for annual parents' days.
- Promote the school and assist with recruitment events as directed.

Main duties and responsibilities in Church:

- Playing the organ for certain rehearsals and services as required by the Organist and Director of Music. The Associate Organist is the primary organist for church liturgies, but the **Associate for Musical Studies & Assistant Organist** might accompany one or two services per week and will deputize for the Associate Organist in his absence. The organs of the church (Dobson, Taylor & Boody, Peter Collins in the Church, Aeolian-Skinner in the Choir Room, and Rodgers Digital organ in the Music Office) are available for practice.
- Playing for the weekly 9AM Eucharist at church, in which the choral music is led by the Children's Choir (The Noble Singers), led by Ms. Jennifer Lane (Music Associate for Children & Youth). The **Associate for Musical Studies & Assistant Organist** will not have specific responsibilities for the training the Noble Singers but might from time to time be asked to

accompany a rehearsal or, in the absence of the Music Associate for Children & Youth, lead them for a rehearsal or service. They also mentor the Organ Scholar in playing for part or all of the 9AM Eucharist, as appropriate.

- Sharing in the hosting of visiting performers in the weekly Sunday recital series with the Associate Organist, who is responsible for its coordination. It is expected that the **Associate for Musical Studies & Assistant Organist** will give at least one Sunday recital per annum. They are also required to play for the Easter Day pre-Evensong recital and other similar occasions. These are often livestreamed.
- In conjunction with the Associate Organist, assisting in the coordination of and playing for visiting choirs and The Saint Thomas Consort who sing the services at Saint Thomas over the summer months.
- Attendance at the weekly Music Department meeting, usually held on Tuesdays, and at church meetings as required.
- Taking a share in the administration of the music department, for example assisting with the proof-reading of leaflets, programs and typesetting music.
- 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 may 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.

During school terms, the **Associate for Musical Studies & Assistant Organist** will normally take Friday as a 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.

Key relationships:

The **Associate for Musical Studies & Assistant Organist** is answerable to Richard Tanner (Organist and Director of Music) and to the Rev. Dr. Alison Turner (Director of Transition at the Choir School), but they will work closely with the Associate Organist, Organ Scholar, Choir School Faculty, the Music Associate for Children & Youth, the Music Office Manager, Choir Librarian, the Gentlemen of the Choir, the Concerts Office and the Church's Administration and Finance office.

This job description is not exhaustive but is intended to reflect the principal tasks and areas of work for the **Associate for Musical Studies & Assistant Organist**. Changes may occur over time, and as a result of prior consultation; the **Associate for Musical Studies & Assistant Organist** will be expected to agree on reasonable changes to the job description which are commensurate with the nature of the post.

Person Specification:

Education

Essential:

- Music Degree

Desirable:

- Higher degree, evidence of postgraduate study and/or some training/experience as a teacher
- Professional organ qualification, such as FAGO/FRCO/AAGO

Experience

Essential:

- Previous experience of professional employment with a church or cathedral choir
- Teaching in a school environment and experience of working with children
- Accompanying of choirs to a high standard
- Well-developed knowledge of church and organ repertoire

Desirable:

- Experience of teaching music in a class environment and knowledge of the ABRSM Examination system
- Experience of music-making as a form of outreach and work with volunteer musicians
- Experience of mentoring college-age students, such as organ scholars
- Experience of life in a boarding school

Skills

Essential:

- A high standard of musical proficiency
- Ability/willingness to work as part of a team
- Aptitude for working with children in both individual and classroom contexts
- Administrative/IT skills

Desirable:

- Familiarity with Sibelius music writing software
- Familiarity with Microsoft and other computer software packages

Personal:

Essential:

- A willingness to take an active part in the church's liturgical life
- A commitment to ongoing study and professional development as both a musician and educator
- Highest standards of personal presentation and organization

Terms and Conditions: During school holidays, and except during periods of official leave, the music department gives time to administration, meetings and forward planning to ensure the continuity of the year-round musical and worshipping life of Saint Thomas Church.

There are at least two staff organists available the year round, for Church duties during choir holidays (and 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 important.

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.

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-for-musical-studies-and-assistant-organist-application-form/>. Incomplete materials will not be reviewed.

Applications must be submitted by 11:59 PM on 15th December, 2025.