

PARISH CHURCH OF ST. GEORGE CRESCENTWOOD, WINNIPEG

ORGANIST / DIRECTOR OF MUSIC POSITION DESCRIPTION

OVERVIEW OF POSITION

Position: Organist / Director of Music
Hours: Part-time, average 12 hours weekly (actual will vary throughout the year)
Compensation: Based on RCCO Guidelines as negotiated
May be a staff position or independent contractor
Reports to: Incumbent
Accountable to: Incumbent and Church Wardens (The Corporation)
Start Date: Target: Late 2023 / early 2024

NOTE TO APPLICANTS:

Ideally, the role of Organist / Director of Music will be held by one person fulfilling both components of the position. However, applications for only one portion (separately Organist or Director of Music) will be accepted and considered. In such case, job responsibilities and associated compensation will be adjusted accordingly.

Consideration will be given to applicants who are accomplished as pianist / accompanist but not proficient as an organist. In such case, the individual would be required to study and receive training to become proficient. Professional development support may be negotiated.

AREAS OF RESPONSIBILITY

1. WORSHIP

- Lead worship through music (organ and choir) for all regular and special services. Where applicable, arrange for instrumentalists for special services.
- Select music for all worship and additional services.
- Schedule and lead weekly rehearsals of the choir(s).
- Provide music, and/or consultation regarding music, for all weddings and funerals in the Parish as applicable.
- Encourage the musical talents and participation of members of the congregation through organizing and coordinating special musical offerings.

2. STAFF / COMMUNITY LIFE

- Participate in regular staff meetings and staff development / social gatherings.
- Participate, on a volunteer basis, in the life of the parish.
- Foster a "social" life of the choir, including choir parties and other such events.
- Work with the Treasurer to prepare an annual music budget for the parish.

3. DEVELOPMENT

- Renew and develop the RSCM program with particular focus on young choristers.
- Network with individuals, groups, and organizations to develop and grow the music program (including choristers and musicians) and number of households (members of the parish and worshippers).
- Promote St. George's music program in the community; collaborate with other choirs for parish and diocesan functions.
- Build a financially sustainable music program.
- May establish and cultivate a music / performance series or similar community offering to develop music programs at St. George's.

4. ADMINISTRATIVE

- Purchase all music, supplies, equipment, and supervise maintenance of organ and piano in accordance with the approved budget.
- Organize and maintain music library.
- Attend worship committee meetings (monthly).
- Develop and monitor annual music budget in consultation with the Treasurer.
- Prepare report for Annual General Meeting.

SKILLS REQUIRED

- Demonstrated mastery of organ playing and choral directing.
- Demonstrated skill and experience teaching music theory and vocal technique.
- Demonstrated success to familiarize oneself with the congregation's worship.
- Demonstrated success working as an equal contributor in a team of clergy, lay persons, committee members, parishioners, and guests.
- Strong oral and written communication skills and interpersonal skills.
- Comprehensive understanding of copyright for church usage and implementation of such policies.
- Competency with computer systems and applications.
- Proficiency in planning, organization, prioritization and time management.

QUALIFICATIONS & EXPERIENCE

- Bachelor's degree in music, organ or equivalent.
- Experience as organist and choir director.
- Experience providing vocal coaching.
- Demonstrated understanding of, and experience in, recruiting, developing and leading choristers, both youth and adult and incorporating them into inter-generational choir(s) for all Sunday and special services.
- Extensive experience choosing music for all worship and special services.

PHYSICAL DEMANDS

- Ability to climb steps and ladders as well as to bend, pull and push.
- Ability to move and carry objects.

ADDITIONAL REQUIREMENTS

- Membership in Royal Canadian College of Organists (RCCO)
- Clear Criminal Records, Vulnerable Sector, and Child Abuse Record checks.
- Adhere to Diocese of Rupert's Land guidelines and policies, and parish programs.
- Adhere to parish policies as outlined in the Parish Handbook.
- Comply with current public health orders.

JOB EVALUATION & PROVISIONS

- Year-round position, approximately one-quarter time; time off may be taken as discussed with and approved in advance by the Corporation.
 - Organist / Director of Music is responsible for arranging coverage and paying their replacement.
- First six months are considered probationary; continuation contingent upon satisfactorily completing the probation.
- Absence due to illness or emergency is to be brought to the Corporation's immediate attention.
- Any difficulties or challenges are to be brought to the Incumbent's attention for assistance; triumphs and accomplishments are to be shared with the Incumbent and fellow staff for celebration.
- After successful completion of the probationary period, termination may be initiated by the Organist / Director of Music or the Corporation at any time, as long as 60 (sixty) days written notice is presented to the opposite party prior to the date of departure.

COMPENSATION & BENEFITS

- This position is approximately 12 (twelve) hours per week, with the possibility of additional hours as needed by the Corporation, compensated accordingly.
- Compensation range is commensurate with experience and in line with Royal Canadian College of Organists (RCCO) pay guidelines.
<https://www.rcco.ca/resources/PDFs/Empl/Salary%20Table%202023.pdf>
- Compensation determined in consultation with Corporation and Treasurer.
- Compensation and performance will be reviewed on an annual basis by the Corporation.
- Time off in, addition to statutory holidays (understanding that required-to-work statutory holidays will be transferred to another day that is mutually agreed upon) will be determined in consultation with Corporation and Treasurer.

- Private Instruction:
 - The Organist / Director of Music:
 - May give private instruction in piano, organ, voice, and music theory on the church premises, provided that such instruction shall not interfere with normal church activities or with the Organist / Music Director's other position duties.
 - Is responsible for setting and collecting any fees charged to private students.
 - May permit their students to use the organ for practice as they see fit, provided that such practice shall not interfere with normal church activities. The use of the facilities shall be scheduled in advance with the Parish Administrator. No person may use the organ without the consent of the Organist.

APPLICATION PROCESS

Interested candidates should submit a resume and covering letter outlining how their interests and experience align with the position. Please include a list of credentials and the names and contact information of one personal and two professional references. Candidates are additionally asked to submit three recordings demonstrating their ability in organ performance and choral directing/conducting.

Send applications and supporting materials to the Incumbent, The Reverend Sherpard Gwende at: sherpardgwende@stgeorges.mb.ca with "Application: Organist / Director of Music" in the subject line, with copy to the Rector's Warden at: andrewsthomson@gmail.com.

Receipt of all applications will be acknowledged promptly. Selected candidates will be invited to an audition and interview to be held in late fall 2023 / early winter 2024.