

## **POSITION DESCRIPTION**

### **Catholic Diocese of Sandhurst**

POSITION TITLE:	<b>Assistant Organist</b>
REMUNERATION SCALE:	As per the Society of Organists, Victoria, Inc. suggested payment scale
REPORTS TO:	Organist & Director of Music, Sacred Heart Cathedral
LENGTH OF EMPLOYMENT:	Ongoing
FULL TIME EQUIVALENT:	0.4
HOURS PER WEEK:	15
LOCATION:	Sacred Heart Cathedral
AUTHORISED BY:	Bishop of Sandhurst
DATE:	1 October 2017

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### **Primary Objectives**

The role of the Assistant Organist is to assist the Organist & Director of Music in all aspects of his work including the training and direction of the Cathedral choristers, having special responsibility for the provision of organ music in the Cathedral.

### **Major Accountabilities**

The Assistant Organist is accountable to the Organist & Director of Music for the following:

- Playing the organ to a high standard for services, including accompanying the choir as required, and selecting and developing imaginative, appropriate and varied organ repertoire for use in the Cathedral
- Deputising for the Organist & Director of Music as required
- Rehearsing, directing and accompanying the full Cathedral Choir (or sections thereof) as required by the Organist & Director of Music
- Assisting the Organist & Director of Music with the training of the choristers
- Accompanying the Cathedral's second choir, when this is established
- Assisting as required with the administration of the music program
- Sharing with the Organist & Director of Music and the Assistant Choir Director the co-ordinating of the musical arrangements for special services such as Weddings, Funerals, School services – meeting with the organisers, agreeing the musical content and assigning/booking musicians as required
- Together with the Organist & Director of Music, assist with the planning and presentation of organ recitals and concerts in the Cathedral
- Together with the Organist & Director of Music and the assistant Choir Director, manage and liaise with the cantors who sing for congregational services

- Overseeing the maintenance of the Cathedral organs and pianos
- Attending departmental, planning, liturgical and other meetings as required
- Other duties as directed by the Organist & Director of Music
- The Assistant Organist is expected to attend an appropriate conference each year as determined in consultation with the Organist & Director of Music. Suitable conferences may include the RSCM Australia Annual Summer School, the Annual OHTA Conference, ANCA Summer schools. The Diocese will pay any conference fee, accommodation and travel expenses.
- Preference will be given to candidates from Bendigo and the surrounding areas or people prepared to live locally
- Regional applicants are encouraged to apply

### **Organisational Environment**

The Diocese supports the life and mission of the Catholic Church in Australia. The mission of the Diocese is to promote the reign of God, by continuing the mission of Jesus and the Holy Spirit. This mission centres not on the Church but on the transformation of the world according to the person and vision of Jesus, especially the values of peace, justice, forgiveness and love.

The role of the Assistant Organist is to provide support to the Organist & Director of Music and is accountable to the Bishop through the Administrator of the Sacred Heart Cathedral Parish for the delivery of all outcomes of this role and will be based at the Sacred Heart Cathedral and the Diocese.

### **Risk and Occupational Health and Safety**

Observe Child Safety Standards and safe work practices in accordance with training and instruction given and report any risk to your immediate supervisor. Risks arising in the workplace may be financial, site, task or person specific or related to safety.

Promote and implement occupational health and safety and risk mitigation processes within your workgroup.

Comply with the Diocese's occupational health and safety practices

Identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring.

Participate in the consultative processes provided by the organisation.

### **Key Communications**

The Assistant Organist interacts with the following internal and external groups:

#### **Internal:**

- ◆ Bishop of Sandhurst
- ◆ Business Manager
- ◆ Organist & Director of Music
- ◆ Administrator, Sacred Heart Cathedral
- ◆ Cathedral staff
- ◆ Members of the Cathedral choir
- ◆ Chorister parents
- ◆ Cathedral organists and cantors
- ◆ Catholic College Bendigo and Marist College staff
- ◆ Chancery Office staff

**External:**

- ◆ Parishes, Clergy and agencies of the Diocese of Sandhurst
- ◆ Other churches and arts organisations
- ◆ Casual musicians

**Job Environment**

This position involves the performance of numerous tasks governed by established procedures, specific guidelines and standard instructions.

**Reasoning**

- ◆ Ability to work within and contribution to the Mission/Values of the Diocese of Sandhurst;
- ◆ Ability to use his/her initiative, demonstrate reliability and thereby require minimal supervision and guidance.

**Knowledge, Skills and Experience**

The ideal Assistant Organist will have:

- ◆ A proven record of exemplary performance of Church Music at the highest professional level
- ◆ Appropriate musical and academic qualifications
- ◆ Demonstrated commitment to the ethos and values of the Catholic Church and its Tradition
- ◆ An appreciation and understanding of the liturgical traditions of the Catholic Church
- ◆ Experience working in a similar Cathedral music foundation incorporating child choristers, professional adult singers, and daily choral services
- ◆ An experienced user of music notation software such as Sibelius or a willingness to learn how to use the software
- ◆ High level of communication and administrative skills
- ◆ A mature approach to working in a busy and demanding professional environment
- ◆ Demonstrated commitment to service and a willingness to be accountable for their performance
- ◆ Understanding of vocal technique
- ◆ Vocal training and choral experience would be an advantage

**Attributes:**

The Assistant Organist will demonstrate the following attributes:

- ◆ Professional manner and presentation
- ◆ Excellent communication skills
- ◆ Collaborative approach to all aspects of working in the role
- ◆ Attention to detail and a well ordered approach to work

- ◆ Ability to act with discretion and to maintain complete confidentiality
- ◆ Demonstrated commitment to the ethos and values of the Catholic Church
- ◆ A current Working with Children Check Clearance in Victoria

**Performance management:**

The performance of the Assistant Director of Music will be assessed on a regular basis having regard to:

- ◆ Performance on the major accountabilities and attributes for this role
- ◆ Service levels and the level of satisfaction expressed by key stakeholders
- ◆ Ability to develop and maintain relationships with ordained and lay staff, and musicians

**Applications to:**

- The Bishop of Sandhurst, Most Rev Leslie R Tomlinson DD, PO Box 201, Bendigo, 3552, Victoria, Australia.
- Applications close Monday April 16, 2018

Initial enquires may be directed to Mr John Hogan, Organist & Director of Music, 03 5443 0363, [jfho@bigpond.com](mailto:jfho@bigpond.com)