

ST. MARY'S PARISH CHURCH, SAFFRON WALDEN

JOB DESCRIPTION

Post: Assistant Organist

Responsible to: The Director of Music and Organist ("the Director of Music")

Responsible for: Playing the organ at church services

PRINCIPAL ACCOUNTABILITIES

1. To play the organ at three or four Sunday services per month as set out on the service schedule, plus some special services, cathedral visits and concerts when the choir is singing*, or as agreed with the Director of Music. Normally, there would be one Sunday each month when the assistant organist would not be required.
2. To accompany choir practices, currently on Friday evenings from 7.30pm onwards and before the services. Attendance would not be expected at the practices immediately preceding a Sunday at which the assistant organist is not playing.
3. To deputise occasionally for the Director of Music as required to provide cover for holidays or sickness.
4. To play, if available, at the request of the Director of Music, for the occasional wedding or funeral for which the appropriate fee would be paid.
5. To inform the Director of Music of any commitments, personal or professional, that may conflict with the agreed schedule, giving due notice for an alternative arrangement to be made.

** The choir takes a break for the month of August each year*

PERSONAL SPECIFICATION

1. The Post Holder must be a good organist with essential keyboard skills in sight reading, open score reading, improvisation and accompanying with the ability to play in a variety of styles.
2. The Post Holder must be able to develop a close working relationship with the Director of Music and be willing to contribute to the development of the church's musical life. The Post Holder should have the ability to relate well to members of the choir.
3. The Post Holder will be required to obtain a satisfactory Enhanced Disclosure from the Criminal Records Bureau. †
4. There is a genuine occupational requirement for the Post Holder to be a committed Christian.

†Candidates should bring identity documents for the CRB check to the interview: driving licence (paper and card), passport, proof of national insurance no., and proof of their change of name (if relevant). Ask for guidance if any of these are not available.