

Job Description - Assistant Choirmaster and Organist

Grace & Holy Trinity Episcopal Church in Richmond, Virginia is seeking a part-time Assistant Choirmaster and Organist to work approximately 15 hours per week. This position will report to the Choirmaster and Organist. The church has a rich tradition of excellent music that ministers to the spiritual needs of parishioners and to the Richmond community. The Assistant will share the organ playing with the Choirmaster and Organist for one Sunday morning worship service and accompany the Parish Choir rehearsals on Thursday evenings from September-June. The Assistant will also occasionally conduct the Parish Choir or vocal ensembles at worship services and lead sectional rehearsals. The church has a beautiful 63 rank 1979 Austin organ with a Trompette-en-Chamade and Antiphonal division.

We seek someone with 2-5 years experience and at least a Bachelor's Degree in Music. *Starting salary is \$30,000-\$35,000 per year depending on prior experience.*

We are a warm, vibrant, downtown church, with 328 parishioners from all over the greater Richmond residential areas. As the city has grown and diversified, our own families have grown and changed with it. Our community of faith is rooted in worship, through which we express our love of God, each other, and our neighbors. Our Average Sunday Attendance is 183 with two services. Our Sunday services are the anchor of our communion of faith with each other. The programs we offer children and their families are a priority. This parish is financially strong, with a healthy endowment contributing to the budget.

Duties:

- The Assistant will share in leading special worship services such as Choral Evensongs, Festival of Christmas Lessons and Carols, Ash Wednesday, Maundy Thursday, Good Friday, and a major choral work in the spring with chamber ensemble.
- The Assistant will assist at weekly Children's Choir rehearsals on

Sunday mornings and accompany the Children's Choir on Children & Youth Sundays and at other worship services from September-May.
-The Assistant will lead the Youth Instrumental Ensemble on Children & Youth Sundays and at other worship services from September-May. The Assistant will also lead the Youth Instrumental Ensemble rehearsals held on Sundays typically for about seven weeks in advance of their musical offerings.

The church stands squarely across from Monroe Park and is surrounded by the rapidly expanding Virginia Commonwealth University and the city's diverse residential Fan District. These assets support our outreach to students, faculty, and staff of the university, nearby residents, and those who work in this part of town. In addition to sharing in all organ and piano accompanying duties and music ministry support, we seek an Assistant Choirmaster and Organist leadership in these ministries and to explore new ones.

Grace & Holy Trinity is looking for an applicant who is a skilled organist and pianist. The Assistant will also embrace opportunities to conduct the Parish Choir, vocal ensembles, and be an advocate for children's participation in worship services throughout the year. Our worship leaders are some of the parish's most visible messengers; we expect them to help us communicate clearly and frequently about the mission of this parish, the programs we offer, and our direction as a faith community.

To apply please send your cover letter, resume, one recording of an organ piece suitable for a prelude, one recording of an organ piece suitable for a postlude, and three references to Dr. Elizabeth Melcher Davis, Choirmaster and Organist. Applications will be accepted until the position is filled.

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