

The Roman Catholic Cathedral of St. Mary of the Immaculate Conception, Kingston, Ontario

ORGANIST / DIRECTOR OF MUSIC

POSITION SUMMARY

St. Mary's Cathedral is seeking a Part-time Organist/Director of Music to work collaboratively with the rector, staff, cantors and choir members. The position reflects and combines a legacy of excellence in classical sacred music.

CURRENT MUSIC PROGRAM REQUIREMENTS

1. The Music Director-Organist must have deep familiarity and love for the Roman Catholic Liturgy and an appreciation of the music's role to serve the prayer and worship of the Liturgy.
2. Subject to the approval of the Rector, the Music Director-Organist has oversight of all activities pertaining to music at St. Mary's Cathedral.
3. The Music Director-Organist is responsible for:
 - a. Sunday Liturgies: Selecting music together with the Rector and providing musical accompaniment for the Saturday Vigil Mass with cantor at 5:00 p.m., Sunday at 10:30 a.m. with choir and Sunday 7:30 p.m. with cantor.
 - b. Leading Monday (or other) evening choir rehearsals.
 - c. Providing music for weddings and funerals. Accompanied by a cantor. Please note that there is additional remuneration for all weddings and funerals. (Weddings: \$200. Funerals: \$150)
 - d. The selection and delivery of all music for the Christmas and Holy Week and Easter celebrations, subject to approval by the Rector. Currently the schedule is as follows:
 - i. Christmas Eve: 5:00 p.m., 7:30 p.m. & Midnight Masses. Christmas Day 10:00 a.m. (Traditionally 5:00 p.m. with cantor, 7:30 p.m. & Midnight with choir and 10:00 a.m. with cantor).
 - ii. January 1 Masses: New Year's Eve at 5:00 p.m. & New Year's Day at 10:00 a.m.
 - iii. Holy Week: Chrism Mass on Tuesday of Holy Week. Presently at 10:30 a.m. in the morning.
 - iv. Holy Week Wednesday: Tenebrae at 8:00 p.m.
 - v. Holy Thursday: 7:00 p.m.
 - vi. Good Friday: 3:00 p.m.
 - vii. Easter Vigil: Saturday of Holy Week at 8:00 p.m.
 - viii. Easter Sunday: 8:00 a.m., 10:30 a.m. & 7:30 p.m.

- e. Ordinations and episcopal installations. Please note that there is additional remuneration for these events.
 - f. Preludes and postludes on a regular basis at Saturday evening and Sunday Masses. No preludes or postludes during Lent.
 - g. Solemn vespers on solemnities or their vigils as planned with the Rector.
 - h. All Archdiocesan celebrations. Please note that there is additional remuneration for these events, to be determined.
 - i. December 8th: The Solemnity of the Immaculate Conception, the patronal feast day of the Archdiocese and the Cathedral.
 - ii. Other Archdiocesan events that may arise once per year (i.e., The Mass of Chrism, Catholic Women's League Archdiocesan Annual Convention Mass, Knights of Columbus Archdiocesan events).
 - iii. Special anniversaries of the Cathedral, or the Archdiocese.
4. The organist- music director is expected to actively recruit new members for the choir.
 5. The organist-music director is expected to arrange maintenance for the main cathedral organ and two smaller organs.

REQUIRED SKILLS & EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty safely and satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required:

- a. Education and experience: Minimum of a Bachelor's degree in music/organ or its equivalent in experience. Atleast five years experience as a Music Director
- b. Strong understanding of copyright for church usage and implementation of such policies
- c. Advanced computer skills: word, email, powerpoint, excel
- d. the ability to read, communicate, comprehend and carry out instructions, short correspondence and memos in English
- e. The candidate for this position must have adequate reliable transportation.
- f. The candidate must be a self-starter, capable of taking initiative while at the same time being responsible and accountable to other staff members with whom they will be working.

PHYSICAL DEMANDS

- The ability to climb steps and ladders as well as to bend, pull and push.
- The ability to move and carry objects.
- The ability to carry and lift up to 50 lbs.

ADDITIONAL REQUIREMENTS

- Membership in Royal Canadian College of Organists (RCCO)
- Consent to Police Records Check with Vulnerable Sector Check
- Adhere to Archdiocese of Kingston's Screening Program and become familiar with all Archdiocesan policies regarding the vulnerable of the parish.
- Adhere to parish policies as outlined in the Personnel Handbook

ACCOUNTABILITY

This position is accountable to the Rector.

JOB EVALUATION AND PROVISIONS

- Year-round, approximately half time position (vacation expected to be taken over the summer, unless otherwise discussed with the Rector).
- Upon employment, the first three months are considered probationary. Continued employment is contingent upon satisfactorily completing the probation.
- The Organist/Director of Music shall provide the proper information to abide by the church's Safe Church Policy.
- Vacation must be approved in advance by the Rector
- Absence due to illness or emergency is to be brought to the Rector's attention immediately.
- Any difficulties or challenges are to be brought to the Rector's attention for assistance; triumphs and accomplishments are to be shared with the Rector and fellow staff for celebration.
- After successful completion of the probationary period, Termination of Employment may be initiated by the employer or employee at any time, as long as sixty days (60) written notice is presented to the opposite party prior to the date of departure.

COMPENSATION & BENEFITS

This position is approximately 20 hours per week with a fixed salary of \$25,000. There is the possibility of additional hours as needed by the employer, compensation accordingly. Vacation in addition to Stat holidays according to Archdiocesan guidelines. The employee may join the Archdiocesan Lay Workers Benefits Plan .

Private Instruction: The Organist/Director of Music may give private instruction in organ on the Church's organ, provided that such instruction shall not interfere with normal church activities or with the Director's other employment duties. The Director is responsible for setting and collecting any fees charged to the organist's private students. The Director may permit his or her students to use the organ for practice as he or she sees fit, provided that such practice shall not interfere with normal church activities. The use of the facilities shall be scheduled in advance through the Church office. No person may use the organ without the consent of the Organist.

TIMELINE

12 noon, July 15, 2023	Deadline for receipt of Applications
July 15 to July 30th, 2023	Applicants to be interviewed will be notified of next steps.
August 1 to August 15, 2023	Expected date of interviews
August 15 2023	Hopeful start date of the successful applicant. Can be negotiated.

APPLICATION

Email of interest, resume, and additional credentials to the Rector, Father Shawn J. Hughes at rector@stmaryscathedral.ca with "Organist/Director of Music" in the subject line.

Please cc Liz Guiney at officemanager@stmaryscathedral.ca with these materials.

Candidates are additionally asked to submit three recordings with their application demonstrating their ability in organ performance.