

All Saints Lutheran Church, Albuquerque

POSITION DESCRIPTION – INTERIM ORGANIST and CHOIR ACCOMPANIST

**JOB TITLE:** Organist, 10 month interim position

**SUPERVISED BY:** Pastor

**POSITION STATUS:** Regular, Part time (15 hours/week), exempt

**POSITION SUMMARY:** The organist will provide organ/piano music for Sunday morning services and other seasonal services of the church. An interim position for August 2020 through May 2021; may extend month to month, and apply for permanent position when it is available.

**JOB DUTIES AND RESPONSIBILITIES:**

1. The organist will play for all but two Sunday services each month; 6 services in a month with 4 Sundays, or 8 services in a month with 5 Sundays.
2. Select and provide appropriate preservice and post service music and anthem (as needed) for Sunday morning services and seasonal and special services such as but not limited to Christmas Eve, Christmas Day, Ash Wednesday, Maundy Thursday, Good Friday, Vigil of Easter, and Easter. Receives two Sundays off arranged with the Pastor.
3. Accompany pastor and assisting ministers on chanted portions of the liturgy as required in services (includes pre-service rehearsals as needed). Assist supply pastors in becoming familiar with liturgy.
4. Accompany the adult choir at one midweek rehearsal, other occasional rehearsals as needed and on Sunday morning.
5. Accompany soloists as needed.
6. Provide organ music for weddings and funerals held at the church as available. Consult with individuals involved as needed. For these services, the organist will receive an additional payment.
7. The organist will monitor the condition of the organ, piano, and clavichord and report to the Office Administrator if maintenance or tuning is needed.
8. On occasions when the organist cannot be present, the organist shall obtain a substitute and inform the Pastor and Office Administrator.
9. Perform other related duties as deemed necessary by the Pastor.

**JOB SKILLS AND REQUIREMENTS:**

1. BA or equivalent experience or training, and five years of experience
2. Pass a background check
3. Knowledge of music theory, including simple transpositions (as well as the ability to write out the transpositions as needed), ability to improvise and sight read music
4. Competence in accompanying choirs, soloists and congregational singing.
5. Ability to work well with others.
6. Ability to adapt to last minute changes.