

# S. JAMES'

Bicentenary 2019-2024



Organist  
and Assistant Head of Music



## Introduction

Thank you for your interest in the position of Organist and Assistant Head of Music at St. James' King Street, Sydney.

Music lifts hearts and minds, inspires worship, brings people together, and opens new possibilities. Music is a significant part of the life of St. James', our reputation for musical excellence is well known. The parish has recently embarked on a Bicentennial project to install a new pipe organ (expected commissioning in July 2024), which will become an important part of our worship.

The music must not turn the church into an audience enjoying the music but into a congregation singing the Lord's praises in his presence.  
John Calvin

In an Organist and Assistant Head of Music, we are seeking a skilled organist, comfortable and experienced in Anglican liturgical accompaniment and in solo performance repertoire. You should be passionate about the choral and organ tradition and have an interest in the development of young organists.

The parish is prepared to consider both part-time (Organist) and full-time (Organist and Assistant Head of Music) employment alternatives, acknowledging that different candidates are likely to have various commitments and needs. You are invited to apply whatever your personal employment circumstances.

We are looking for a candidate to take up the role at a mutually agreeable time after 1<sup>st</sup> July 2024.



## **About St. James' King Street**

St. James' King Street is a parish within the Anglican Diocese of Sydney.

The building was constructed between 1819 and 1824. It is the oldest church building in the City of Sydney and has been in continuous use from its consecration on 11 February 1824 to the present.

St. James' is a prime example of the architectural work of the Macquarie period, completely designed and built by convict labour. It is an integral part of the most extensive surviving group of Macquarie period buildings in Australia, which also includes the former Hyde Park Barracks, the (Old) Supreme Court, the General Hospital (the Mint and Parliament House) and Government House offices and stables (Conservatorium of Music). The church and the King Street Courts (formerly the Supreme Court) are the only buildings of this group to retain their original function.

St James' Church is significant in the history of New South Wales as the second Anglican church in Sydney and now the oldest church building in the City of Sydney in continuous use for its original purpose since its consecration in 1824. It is the church in which the first Bishop of Australia, W.G. Broughton, was installed in 1836 and the first church in which the Bishop regularly officiated.

St James' is a classically Anglican church. We value our vital links with the broader Anglican Communion across Australia and around the world. Today, the Parish has a vital ministry to those who live and work in its environs, especially the law courts, Parliament and several government departments, Sydney Hospital, and many corporate offices and shops. Its ministry has extended to people in greater Sydney, and more recently to a range of online communities across Australia and the wider world. The St. James' parish seeks to reach out to the people of Sydney through its mission to the City; including its worship, welfare support to the homeless and needy, pastoral care, spirituality and educational programmes. It is an open and inclusive Christian community of faith that exists to live out and share the good news of Christ through its daily life.

Music has been performed at St James' since the convict era. Today there are many options available to the people of Sydney and visitors from farther afield to experience music in Sydney's oldest church building including Concerts and Recitals, free Lunchtime Concerts, Cantata Services and Church Services.

Our resident musicians are The Choir of St. James', The St. James' Singers, and BachBand@StJames, and are directed and supported by our Head of Music, Organist, and Organ Scholar.



## About the Bicentennial Organ at St. James' King Street

Serious concerns about the state of the St James' pipe organ were expressed more than 30 years ago. Since that time there were a series of reports about the instrument indicating the need for either its restoration or replacement. The need to replace the organ was noted at the 2013 Annual General Meeting of the Parish.

An Organ Replacement Committee consisting of the Rector, Head of Music, Church Organist, and a Churchwarden was formed. Mr Peter Jewkes was appointed Organ Consultant in 2014.

Eight organ builders expressed interest in the project, subsequently shortlisted to three. A decision was made in 2017 to approve the Wardens entering into a contract with Dobson Pipe Organ Builders Ltd of Lake City, Iowa, USA.

Dobson's started design work, shortly followed by construction of the various elements of the instrument. Regretfully, two significant events intervened in the progress of the build – COVID-19 and a fire in the Dobson factory that totally destroyed the completed work of the St. James' organ.

Notwithstanding, the parish continued with the project. Installation commenced in January 2024, with voicing and tuning from March 2024. It is expected that the instrument will be commissioned at the St. James' Patronal festival in late July 2024.



## Job Description

**NOTE:** This job description is indicative and will be negotiated with the preferred applicant before an Offer of Employment is issued. Responsibilities in black are considered core and relate to a part-time role, responsibilities in blue are in addition to the core responsibilities and relate to a full-time role.

The parish is prepared to consider both part-time and full-time employment, acknowledging that different candidates are likely to have various commitments and needs.

## Role Description – Organist and Assistant Head of Music

**Reporting to:** The Head of Music

**Purpose:** The Organist and Assistant Head of Music's primary purpose is to be the regular organist for choral services for the majority of St. James' liturgical services schedule across the year – at least two services each Sunday, Evensong each Wednesday and one Sunday afternoon per month, with occasional additional requirements.

This includes all aspects of Anglican liturgical playing – hymns; psalms set to Anglican chant; accompaniment; improvisation and voluntaries.

Additionally, the Organist will take an active role in the teaching and training of the Organ Scholar.

It is expected the Organist may assist the Director of Music from time to time in conducting the choir in rehearsal and services.

Additionally, the Organist and Assistant Head of Music will take an active interest in assisting with the planning of music for the liturgy, take responsibility for the management and administrative operations of the music department and assist with the smooth running of the parish office.

The Organist and Assistant head of Music will maintain, enrich and develop the music, the musical traditions and reputation of the parish as a leader in church music in Australia for –

- The glory of God;
- The enhancement of parish worship;
- The enrichment parish spiritual and community life; and
- The extension of the parish's musical and liturgical role as a city parish.

**Working with:** The role reports to the Head of Music (line manager), Rector and wardens part of the ministry team.

The role works interdependently with the other roles in the office requiring excellent liaison, communications, coordination and collaboration as part of a team.

**Special Liaisons:** The Choir of St James', The St James' Singers, the Choral Scholars, the Organ Scholar, visiting musicians and locums.

The St James' Music Foundation, external funding bodies and potential donors and sponsors.

The St. James' Friends of Music.

Key musical and artistic networks and contacts locally, throughout Australia and internationally.

**Hours of Work:** The Organist is a permanent part time salaried position of an average of 24 hours per week (0.6 FTE). Additional paid services include weddings, funerals, non-liturgical concerts etc.

The Organist and Assistant Head of Music is a permanent full time salaried position. Additional paid services include weddings, funerals, non-liturgical concerts etc.

#### **DUTIES AND RESPONSIBILITIES:**

1. ***Playing the organ for services and rehearsals.*** Playing at Sunday services, Wednesday evensong. Practice and thorough preparation are expected for all services and rehearsals, including learning new repertoire.
2. ***Teaching the Organ Scholar.*** Assign repertoire, hymns, and choral accompaniments to the Organ Scholar incrementally as she/he gains experience and confidence playing for services in public. Work in collaboration with the Organ Scholar's primary organ teacher in tailoring the experience for them in a way that promotes an effective and purposeful learning experience, taking into consideration the desired future trajectory of the Organ Scholar beyond St James'.
3. ***Custodian to the Bicentennial Pipe Organ at St. James'*** Showing the organ to visitors, demonstrating the organ's capabilities, creating outreach opportunities, and outsourcing the tuning and maintenance of the instrument. In consultation with the Head of Music, approving any visiting organists and organists playing for services at St. James'. Liaise closely with the organ tuner and Head of Music to ensure a regular tuning schedule.
4. ***St. James' Singers.*** Managing the St James' Singers. In collaboration with the Head of Music and Rector, create schedules for the Singers, be responsible for choosing repertoire, ensuring healthy attendance, and creating regular outreach opportunities the Singers throughout the year. Be the principal conductor of the Singers.

5. **Deputise for the Head of Music.** Conducting/rehearsing the St. James' Choir when necessary.
6. **Attendance at staff meetings.** Currently the weekly staff meeting at 10am on Tuesdays, and the weekly Music Department meeting at 3:30pm on Thursdays.
7. **Manage the Music Library.** Under the guidance of the Head of Music, manage the music library in conjunction with the Organ Scholar. Maintain a tidy work environment within the Library, and assist the Organ Scholar in ensuring that music is distributed and returned in a timely manner.
8. **Music Program:** Assisting the Head of Music to develop and, once approved by the wardens, help lead and implement strategic and annual plans for the Music Program.
9. **The Choir of St James':** Help lead, train, manage and promote the choir to the highest standards of excellence in church music.
10. **Centre of Church Music:** Assist with planning and implementing strategies and programs for St. James' to continue to grow as a prominent centre for church music in particular, and music in general, including assisting with:
  - organising the production of an annual St. James' Concert Series;
  - strengthening links with existing musical groups in Sydney and elsewhere in Australia;
  - planning opportunities to promote the new pipe organ as a vehicle for concerts, recitals, recordings, educating students and attracting world class organists;
  - organising Orchestral masses;
  - the marketing and promotion of all musical activities of the parish.
11. **Strategic Alliances:** Explore and generate relationships for the parish that may support additional income streams to support the recurrent budget for music and the long-term capital growth of the St. James' Music Foundation.
12. **Management and Administration:** Participating in management and operations (both musical and parish) including:
  - liaising with the relevant coordinator in organising events within the Parish;
  - assisting the Head of Music to manage the finances of the Music Department within the budget approved by the wardens;
  - assisting the management of music preparation, the Music library and plan for its future development;
  - assisting with the proper and cost-effective maintenance of the church organs, piano and other instruments and equipment;
  - maintaining those sections of the Shared Folder appropriate to the role to be up-to-date and accessible by the parish office and record the corporate knowledge of the role;

- managing the St. James' Choir and the St. James' Singers;
- supporting the parish office in the preparation of liturgical pew sheets, music department advertising and the like;
- assisting the parish office in general administration, resource management, setting up and dismantling for meetings, preparation of marketing materials and the like;
- assisting in the management of parish systems, including IT, common server, parish website, parish marketing materials and the like;
- some physical labour, including (but not limited to):
  - moving the Roland Organ between the Office and the Church for concerts/cantatas/special services
  - putting out, and packing up chairs and music stands for concerts

### **Ethos:**

The wardens expect the functions of the role to be delivered by:

- being polite and respectful;
- communicating openly and honestly and keeping staff and volunteers informed;
- working collaboratively and collegially;
- being constructive, timely and supportive (while challenging at times); and
- acting within the spirit of the Parish's theology and traditions – relational, transformational, inclusive, accepting diversity;
- working in sympathy with the aims and the ethos of the Anglican Church;
- maintaining the highest standards of personal presentation, writing skills and organisation.

### **Other Opportunities:**

The Organist **and Assistant Head of Music** is encouraged to maintain outside concert and performing opportunities, acting as an ambassador for St. James' and its Dobson Organ, providing that it doesn't negatively interfere with duties at St James, and prior approval from the Parish is met.

The Organist **and Assistant Head of Music** is the Artistic Director of the St. James' International Organ Festival. Responsibilities include fundraising, advertising for, and curating recitalists from around the world who best showcase this world-class instrument. The Organist is expected to give one International Organ Festival Recital a year for an additional fee.



## **Delegations:**

### *Financial*

With the prior permission of the Head of Music, approved funds within annual financial allocations (approved budget) and within monthly limits.

In consultation with the Head of Music, approve expense claims for choristers and any other musicians for submission to the parish accountant.

### *Staffing*

Assist with the recruitment and management of music staff, choir members, other musicians and locums, under the instructions of the Head of Music and in accordance with the Church Administration Ordinance.

## **Person:**

It is expected that applicants will likely have the following qualifications and skills:

- Educated to degree level or have equivalent experience
- Postgraduate qualifications in Organ Performance
- Fellow of the Royal College of Organists (FRCO) or equivalent
- Excellent keyboard skills, with a gift and passion for liturgical accompaniment
- Sound knowledge and understanding of the Anglican choral repertoire
- Ability to represent St. James' church at all levels with multiple stakeholders
- Passion for musical excellence
- Confident and collegiate, and willing to take responsibility for own actions
- Organised and self-disciplined: managing a flexible approach to irregular hours worked, likely combined with additional work outside the parish, in a way that does not impact on performance of parish duties, or damage the reputation of the parish.

It is desirable that the person has:

- Experience in choral conducting
- Knowledge of vocal technique and how to develop young voices
- Experience in reading and improvising on figured bass in various styles of baroque accompaniment
- IT skills (Word, Excel, Sibelius etc.)

## Broad terms and conditions

<b>Hours of work</b>	<p><b>Organist:</b> An average of 3 days per week (0.6 FTE). Additional weddings/funerals/non-liturgical concerts. Organist has first right of refusal for all additional services, which are paid with additional fee.</p> <p style="text-align: center;">OR</p> <p><b>Organist and Assistant Head of Music:</b> Full Time Additional weddings/funerals/non-liturgical concerts. Organist and Assistant Head of Music has first right of refusal for all additional services, which are paid with additional fee.</p>
<b>Remuneration package</b>	<p><b>Organist:</b> Salary of \$58,500 per annum, subject to annual review (next in mid-2025). Variable: Weddings/Funerals/Concerts.</p> <p style="text-align: center;">OR</p> <p><b>Organist and Assistant Head of Music:</b> Salary of \$97,500 per annum, subject to annual review (next in mid-2025). Variable: Weddings/Funerals/Concerts.</p> <p>If the appointment is as a Lay Minister (a person who holds an authority under the Authorisation of Lay Ministry Ordinance 2015 and who is employed for pastoral ministry within the parish, but is not ordained) then a salary sacrifice arrangement may be available to a maximum of 40% of the salary, payable into a separate Minister's Discretionary Benefit Account (MDBA).</p>
<b>Accommodation / Relocation</b>	<p>Accommodation is not provided. Applicants seeking assistance with relocation are encouraged to discuss their desire/requirements as part of the application process.</p>
<b>Superannuation</b>	<p>Paid additional to salary as per the Australian Government Superannuation Guarantee - Financial year 2024-2025: 11.5%</p>
<b>Leave</b>	<p>4 weeks equivalent Annual Leave, earned pro rata; dates of leave negotiable with Head of Music and rector. Leave can be negotiated and rostered, in recognition that time may be requested to, for example, perform with another musical institution. Leave will not usually be granted at Easter, Advent or Christmas.</p>
<b>Probation</b>	<p>The post will be subject to a probationary period of 6 months</p>
<b>Safe Ministry</b>	<p>The appointment is made and continues subject to the receipt of a clear Working With Children Check, and completion of Safe Ministry training administered by the Anglican Diocese of Sydney</p>

How to apply	
Application	<p>Applications must be received before <b>12<sup>th</sup> May 2024</b>.</p> <p>Please provide:</p> <p>A covering letter of no more than two sides of A4 describing what attracts you to the role, and what you think you could bring to St. James'.</p> <p>A Curriculum Vitae &amp; contact details for three referees.</p> <p>These should be returned to the Head of Music, Mr Warren Trevelyan-Jones: <a href="mailto:warrentrevelyanjones@sjks.org.au">warrentrevelyanjones@sjks.org.au</a></p>
Shortlisting	<p>All applicants will be notified of the outcome of the shortlisting process.</p> <p>To ensure the fairness of the selection process, shortlisting will be based upon the information which you provide in your application and assumptions will not be made about your experience or skills.</p> <p>We will look for demonstrable evidence that you meet the criteria set out in the person description. Information provided on the application form will be viewed by the Head of Music, the rector, and the recruiting panel.</p>
Selection	<p>Applicants successful in being shortlisted will be invited to audition in the second half of May 2024.</p> <p>The audition will require the applicant to demonstrate their credentials, and will involve performing both prepared and improvised works. Further details about the audition will be communicated to shortlisted applicants.</p> <p>We recognise that some applicants may require their audition/interview via video/digital link, and applicants are encouraged to discuss such requirements as early as possible.</p>
Further Information	<p>We hope you find this pack provides all the information you need in order to consider your application for this post. If you have any questions, or would like an informal conversation about the role, please initially contact the Head of Music (details above).</p>