



CHRISTCHURCH
CATHEDRAL
TRANSITIONAL



Job Description Assistant Organist

Responsible to:

The Director of Music and the Dean

Functional Relationships:

The Dean, The Precentor, Associate Dean, Cathedral Administrator, Choir Librarian, Headmaster and staff at The Cathedral Grammar School

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1. **THE DUTIES AND OBLIGATIONS** of the Assistant Organist shall be as follows:
 - a. To play the organ at all services and rehearsals at which the choir is singing:
 - i. Two (occasionally 3 services) each Sunday.
 - ii. Choral Evensongs on Tuesdays, Wednesdays, Thursdays and Fridays.
 - b. To attend rehearsals as listed in Schedule 2.
 - c. To attend chorister Development Days on the first Mondays of Terms 2, 3 and 4;
 - d. Special events, such as funerals, special services, concerts and recordings as may be required subject to reasonable notice.
 - e. To attend and conduct practices at the annual chorister camp, usually held in the last week of the summer holidays, prior to the start of term 1;
 - f. Occasionally to play for special services [such as Anzac Day, Diocesan Synod services, AAW annual service] and events as required by the Director of Music, during term time and subject to reasonable notice, and for which no extra fee will be paid unless the Cathedral is being remunerated specifically for an organist for these services or events.
 - g. To play for occasional Concerts and recitals as agreed with the Director of Music.

- h. To play service music and voluntaries on other occasions as requested by the Director of Music.
- i. To play at Weddings as arranged with the Director of Music. A fee will be paid to the Assistant Organist.
- j. To sing in the Cathedral Choir at services for which the Assistant Organist is not required to play the organ.
- k. Generally to act in a manner suitable for a person taking part in the religious observances of a place of worship.

2. CATHEDRAL STAFF TEAM

- a. To contribute to the work of the staff team in the Cathedral and maintain good relationships with the Director of Music, the Dean, Associate Dean and the cathedral community.

3. REPORTING AND ACCOUNTABILITY

- a. To report and be accountable to the Director of Music and the Dean as agreed.
- b. Undertake all activities in accordance and compliance with the Diocesan Ethical Guidelines.
- c. Work within agreed budgets and approval levels;
- d. General maintenance needs in association with the organ are brought to the attention of the Director of Music.

4. HEALTH AND SAFETY

- a. Take all practical steps to ensure personal safety and the safety of others.
- b. Understand and fulfil health and safety responsibilities under the Health and Safety at Work Act 2015.
- c. Report accidents to the Cathedral Administrator (an accident register is maintained).
- d. Understand and fulfil statutory requirements as an employee to report hazards, incidents or accidents to supervisors.

5. PERSONAL AND PROFESSIONAL DEVELOPMENT

- a. To maintain and extend effectiveness and safety in the role through appropriate professional support and training / education.

6. OTHER DUTIES

- a. To undertake other duties from time to time, as agreed with the Dean.