

**St. John's Episcopal Church – Georgetown Parish
3240 O St. NW
Washington, DC 20007**

Organist/Choirmaster Vacancy – May 28, 2021 closing date

The Organist/Choirmaster position is part-time, salaried with benefits, and under the direct supervision of the Rector. The expected time commitment will average 24 hours per week. Compensation: approximately \$45,000.

If you have any questions, please contact St. John's at 202-338-1796.

All interested applicants are asked to submit the following information electronically by May 28, 2021, to ocmsearch@stjohnsgeorgetown.org:

- a letter of application addressed to The Rev. Gini Gerbasi, Rector,
- a current resume,
- a time-stamped video showing the applicant playing three examples of recent organ preludes and postludes, representing different musical styles and periods,
- a video illustrating the applicant's choral conducting skill, and
- contact information for three professional references.

Below is a longer description of the responsibilities associated with this position. This is not intended to be an exhaustive list.

Organist/Choirmaster Responsibilities

Musical Duties

- Play for one or two Sunday services depending on our schedule, feast days, and other special choral liturgies.
- In conjunction with the Rector, choose hymns, psalms, service music, and anthems that support the lectionary readings of the day.
- Play the organ and conduct the choir for all services.
- Lead choir rehearsals on Sunday mornings.
- Plan music and play the organ for weddings and funerals

Choir Personnel Tasks

- Audition and fill professional section leader vacancies as they occur.
- Recruit and encourage skilled volunteer singers to join the choir.
- Summer/early fall - engage any instrumentalists needed for services.
- In August, send welcome back emails to choir members announcing schedule for the fall.

- As an organizational help for choir members, prepare an annual repertoire list/calendar for the year to include regular services, festival services, Lessons and Carols, and other performance requirements.
- Communicate weekly via email with choir members to ensure all have the opportunity to prepare music before Sunday morning rehearsals.
- Compute, track, and submit payroll for professional singers on a semi-monthly basis.
- June – choir recognition and celebration of a wonderful year.

Property Management

- Arrange for the maintenance and tuning of our musical instruments – pipe organ and two grand pianos.
- Coordinate the acquisition, maintenance, and cleaning of choir vestments.
- Oversee music library – an online database has been completed.
- Maintain a neat and attractive Choir Room.

Communication

- Submit a short note highlighting the music for the upcoming service for the St. John's weekly Friday email.
- Collaborate with the Rector and staff to prepare publicity releases and advertising for festival services.
- Nurture our music program so that it continues to encourage parish involvement and enhance growth.

Administrative Duties

- Attend and participate in weekly staff meetings.
- Prepare the Music Budget in October for the following calendar year.
- Track all music budgetary lines monthly, maintaining expenses accordingly.
- Submit a written report in January to be included in the documentation for the February annual meeting.
- Work collaboratively with the Rector, office staff, parishioners and others to ensure a positive and creative work environment.

Georgetown Concert Series Responsibilities

Administration

- Develop the annual calendar of events for the Georgetown Concert Series to consist of 4-5 concerts per season (September – May).
- Prepare and follow an annual budget to support the concert series, which helps to support the St. John's music program with its net income.
- Complete the selection of artists and ensembles through communication with agents and the negotiation of contracts.

- Work with staff and volunteers to create an online concert brochure to serve as an advertising tool for each season.
- Supervise and/or complete organizational tasks in preparation for performances to include: all contractual responsibilities, rehearsal space, ticket selling and distribution, printed program preparation and printing, all day-of-event activities, and ensure all expenses are paid in a timely manner.
- Prepare remarks for the Rector or serve as Master of Ceremonies at concerts to introduce performers, announce future events, recognize sponsors and/or make other needed announcements.

Fundraising and Publicity

- Communicate with current donors of the *Friends of Music*.
- Advertise and recruit new members to join the *Friends of Music* as donors.
- Send thank you letters to all donors, recognizing their commitment to the concert series.
- Post advertisements to print media outlets and take advantage of social media advertising opportunities before each concert.

Concert Committee

- Chair and support a concert committee to assist with all aspects of the Georgetown Concert Series [The Georgetown Concert Series](#)