

**Trinity Episcopal Church and Taylor & Boody Organbuilders
Staunton, Virginia**

**Organ Scholar & Builder Apprentice
Position Description**

Position Title: Organ Scholar (at Trinity) and Organ Builder Apprentice (at Taylor & Boody)

Reports to: Virginia Bolena, Director of Music and Organist (at Trinity) and Erik Boody, President (at Taylor & Boody Organbuilders)

Time requirement: This ten and a half month position is considered part-time at both institutions, for a combined full time work requirement. Compensation from Trinity is \$10,000; compensation from Taylor & Boody Organbuilders is \$6,500 plus housing. We have a one room efficiency apartment, located 4.5 miles from the organ shop at our sawmill property. All utilities are included (photos available on request).

Position to begin September 1, 2026; end June 18, 2027

Expectations at Trinity:

- Attend weekly Adult Choir Rehearsals, participating as a chorister and accompanying as needed
- Direct Adult Choir rehearsal in the absence of the Director of Music
- Assist with Junior and Senior Chorister rehearsals, accompanying in the absence of the regular accompanist
- Prepare anthem accompaniments, voluntaries as assigned (at least four per month) and hymns as assigned
- Attend Adult Choir Retreat at Shrine Mont in September, returning to play Sunday morning service at Trinity
- Collaborate with DOM to create goals and special projects for creative learning experiences
- Assist with special concerts and projects
- Prepare for and attend bi-weekly organ lessons with DOM
- Play entire service in the absence of the DOM
- Play funerals or weddings if available, for additional compensation, in the absence of the DOM
- Play Easter Vigil service
- Maintain excellence in performance with regular practice
- Play at least one organ recital at Trinity during tenure
- Maintain regular communication with DOM
- Other duties as assigned

Duties of the Parish

- Provide regular access to the church for practice
- Provide bi-weekly organ lessons
- Provide liturgical wear for worship (cassock and surplice)
- \$300 per year music/book allowance

Expectations at Taylor & Boody:

- **Safety** – Practice safe work habits and use protective equipment when needed and/or required. Taylor and Boody will provide all PPE.
- **Quality of Work** – The quality of work conforms to T&B standards. You will be working carefully to close tolerances (within 1 millimeter, sometimes less).
- **Quantity of Work** – Productivity is reasonable compared to established standards or required task completion times. Pipe organs are large, complicated machines in addition to being the king of instruments. Making and moving some of the parts can be quite physically demanding, and we are willing to work within the abilities of each individual.
- **Knowledge of Job** – Ask questions if unclear about any task. Keep a notebook for reference when given instructions.
- **Attitude** – Demonstrate a positive attitude toward one's job, one's co-workers, and toward the company. Willingness to learn and follow directions.
- **Cost Awareness** – Utilize materials, supplies, and resources efficiently, and indicates an awareness of cost factors.
- **Cooperation** – Respond favorable to the requirements of coordinated efforts of fellow employees and to the requests and directors of management.
- **Initiative** – Complete assigned tasks with a minimum of supervision and seek ways to improve your contribution towards overall company performance.
- **Attendance** – Report to work on time and work all scheduled hours.
- **Condition of Personal Tools** – Taylor and Boody will provide a basic set of tools for your use during your internship. You are expected to maintain the tools in good condition while they are in your possession.

Duties of Taylor & Boody

We will make every effort to give the apprentice every opportunity to learn a number of different organ building skills. The tasks will vary depending where we are in the overall project, but may include basic woodworking, metal pipe making, shop voicing, steel work, machinist work, sawmill work, etc.

Additional Information:

Work Days and Hours: the Builder Apprentice at Taylor & Boody requires specific working hours: Monday- 8 hours, Tuesday through Thursday- 4 hours each day for a total of 20 hours at Taylor & Boody.

Hours are somewhat more flexible at Trinity but the expectation is that the Organ Scholar will report by 2 pm on Tuesday, Wednesday and Thursday and 9 am Sunday morning. Other times and days as necessary for additional practice, services or special events.

Additional Requirements:

- Driver's license and a vehicle. Public transportation is not a viable option for this position.

Application Requirements:

To apply, please submit the following to Virginia Bolena at music@trinitystaunton.org by May 15, 2026

- Letter of interest
- Resumé
- Three letters of recommendation
- Two recent video recordings: one will demonstrate hymn playing or anthem accompaniment and the other will demonstrate a piece of repertoire of your choice