



Holy Trinity

Anglican Church Fortitude Valley

ASSISTANT DIRECTOR OF MUSIC

The Anglican Parish of Fortitude Valley is seeking to appoint an Assistant Director of Music. This is a new position and is available immediately.

The Parish is in the progressive Anglo-Catholic tradition of the Church. Fine, high-quality music has long been a centrepiece of its weekly Sunday Mass, monthly Choral Evensong, and other Principal Feasts and major festivals. Over the past year, the Parish has doubled the size of its Choir, directed by Mr Dominic Fitzgerald. The Parish now seeks to continue the trajectory of developing its music ministry for its place in both worship and in new creative spaces for evangelism and mission. In addition, the Parish is developing a year-round arts program to convey the Christian faith through the arts, including music performance. It is desirable that the Choir participate in this emerging program. In addition to supporting the Choir in worship through organ accompaniment and some conducting, among other roles, the Assistant Director of Music will play a key collaborative role in designing and implementing creative space music projects for the Parish. These projects will be negotiated to draw on the skills, experience, and talents of the Assistant Director of Music.

Details of the role, including some brief information about the Parish and its Choir, are contained in the appended Position Description.

The appointment is on a continuing part-time basis at 11.14 hours per week, averaged over the year, subject to a probationary period of six months. Remuneration is \$22,000 per annum plus the minimum superannuation guarantee, currently 11.5% per annum. Annual leave of four weeks (pro rata) must be taken in its entirety while the Choir is in recess (shutdown) from Boxing Day to about the end of January each year, unless agreed otherwise.

The selection process will comprise an interview, a practical audition, and an audition with the Choir in up to two sessions. Time will be made available to practise on the Parish's organ in advance of the auditions, if required.

Applications in writing, succinctly and systematically addressing the "Key Skills and Experience" in the Position Description and providing the names, roles, and contact details of two professional referees, should be sent by post or by email to:

The Rev'd Dr Rodney Wolff
Rector
Anglican Parish of Fortitude Valley
PO Box 1220
FORTITUDE VALLEY QLD 4006

E: rector@trinityvalley.org.au
T: 0426 287 283

from whom further information can be obtained.

Applications must be received by 5pm on Wednesday, 9 October 2024.

Business Unit	<i>Parish of Fortitude Valley</i>
Location Details	<i>Church of the Holy Trinity, 141 Brookes Street, Fortitude Valley, Queensland</i>
Employment Status	<i>Part-time: Sundays 0800-1100; 3rd Sundays 1630-1900 in addition to Sunday mornings; Tuesdays 1830-2100; 2 additional ordinary hours on Tuesdays for private rehearsal and administration; 3 additional ordinary hours on Tuesdays for developmental work (up to two of which may be after 7pm if warranted); occasional other hours for special services, as specified</i>
Reports To	<i>The Parish Priest</i>
Direct Reports	<i>NIL</i>
Key Relationships	Internal: <i>Parish Priest; Parish clergy; Director of Music; Choristers; Parish Council</i>
	External: <i>Parishioners; pastoral services families and guests; events audiences</i>

Who We Are

The Anglican Church Southern Queensland (ACSQ) is one of 23 Dioceses that form the Anglican Church of Australia. ACSQ faithfully pursues the Mission of Christ and works to care for and improve the life of the community through our network of parishes, schools, education and care services, community services, ministry education, and social justice and advocacy. We operate 133 parishes, 14 schools, a theological college and a significant number of residential community and social service programs.

The Parish of Fortitude Valley dates from 1856 and is the third oldest Parish in ACSQ.

The Parish proclaims the love and compassion of God-in-Christ in the beauty and humility of the Anglo-Catholic tradition. It has a progressive theological outlook. The Parish has a strong commitment to social justice, especially to people in marginalised socio-economic groups: in that respect, it has operated an emergency food and welfare centre (“Pantry”) for over 30 years, and is now offering a free weekly cooked lunch (“Community Table”) to people in need. The Parish is welcoming and affirming of all people, including people of diverse gender and sexuality, and has a dedicated ministry for gay men and their allies (“Integrity”). The Parish’s mission centres on building chaplaincy-style outreach to local organisations within the immediate community, such as schools, hospitals, caring organisations, and businesses.

The church site is a large part of a city block in Fortitude Valley, with a 260-seat church and rectory, both dating from the 1870s, and a large hall with a brilliant acoustic dating from the 1890s. It has a full-time Parish Priest, a full-time Assistant Curate, a part-time administrative assistant, and engages gardeners and cleaners on a contract basis to keep the buildings and landscaped grounds beautiful. The rectory is under a long-term commercial lease.

The Parish has a long tradition of, and ongoing commitment to, beauty and excellence in music in worship and other Parish endeavours. The Parish currently engages a paid Director of Music and Organist, on part-time bases. The Choir

currently comprises 2 sopranos, 1 mezzo soprano, 4 altos, 2 tenors, 1 baritone, and 4 basses. Choristers participate in a mixture of volunteer roles and remunerated Lay Clerks / Choral Scholars roles. There is a Sung Mass at 9:30am each Sunday (with occasional variations), in which the Choir normally sings a Mass setting and an anthem, and leads the singing of hymns. Sunday morning services normally use *A Prayer Book for Australia* second order Eucharist. The Choir also sings a service of Choral Evensong on the third Sunday evenings of each month, following the 1662 *Book of Common Prayer*. At present, the service includes Benediction of the Blessed Sacrament. There are additional sung services, including but not limited to Christmas Eve, Christmas Day, Ash Wednesday, the Easter Triduum, and an ANZAC Day commemoration. Trinity Sunday is a grand musical offering, being the Parish's feast of title. Depending on availability, the Choir can be available to sing for weddings and funerals. There is a modest budget for guest choristers and instrumentalists for special services, normally at Christmas, Easter, and Trinity Sunday. The Choir is in annual recess from 26 December until the Tuesday rehearsal immediately preceding the first Sunday in February. Unless otherwise agreed, the full four weeks (*pro rata*) of annual leave is to be taken during this period of "shutdown."

The Parish is developing a year-round arts program to convey the ethos of the faith through the arts, including music performance. It is desirable that the Choir participate in this emerging program.

Our Vision

Flourishing faith communities: proclaiming and serving, worshipping and learning

Our Mission

The Mission of the Church is the Mission of Christ – to proclaim the good news of the kingdom of God.

- To teach, baptise and nurture new believers;
- To respond to human need by loving service;
- To seek to transform unjust structures of society, to challenge violence of every kind and pursue peace and reconciliation;
- To strive to safeguard the integrity of creation and sustain and renew the life of the earth;
- To worship and celebrate the grace of God;
- And to live as one holy Catholic and apostolic Church.

Our Values

We aim to be:

- ***Faithful*** – steadfast in love for God and each other and steadfast in purpose to undertake God's mission
- ***Imaginative and creative*** – being intentional about reforming culture and traditions for God's world
- ***Courageous*** – to risk new things and where necessary to make bold decisions
- ***Authentic*** – being genuine and confident in living and speaking about what we believe as followers of Christ
- ***Comprehensive*** – being welcoming and respectful of a broad range of ideas, people, and approaches, and open to dialogue and learning

Your Role and Purpose

The Assistant Director of Music plays a key role in the liturgical and musical life of the Parish. There are two substantive components of the role: (1) performing music to a high standard on the organ (or other keyboard instrument, as directed), having regard for the conduct of the liturgy, for Sunday Masses, Evensong, other Holy Days, and special events; and (2) supporting the Director of Music in (a) conducting the choir and augmenting rehearsal capacity, (b) planning the liturgical music list, (c) mentoring the Organ Scholar (when there is one in post), and, significantly, (d) bringing music leadership to “creative space” projects to support evangelism and Church growth through music and potentially other arts collaborations.

The Assistant Director of Music works in accordance with the values and ethos of the Anglican Church, working within the Code of Conduct and supporting the operations of the Church.

The Assistant Director of Music is required to be present for liturgies on Christmas Eve, Christmas Day, Ash Wednesday, Maundy Thursday, Good Friday, Easter Vigil, Easter Day, and Trinity Sunday, and associated rehearsals, these being the major musical liturgical events of the Parish. Leave will normally not be granted at these times, except for valid personal, parental, or jury duty leave.

The Assistant Director of Music is responsible to the Parish Priest and delivers music under the direction of the Director of Music.

Key Accountabilities

Music Performance

- ▷ Provide organ (or other keyboard music, as directed), both scored and improvised, from the first Sunday in February up to and including Christmas Day, for:
 - the weekly Sunday Sung Mass (currently at 9:30am, with occasional variations);
 - Choral Evensong (currently 6pm on the 3rd Sunday of each month);
 - special services – namely Christmas Eve, Christmas Day, Ash Wednesday, Maundy Thursday, Good Friday, Easter Vigil (day before Easter Day), All Souls' Day (normally Sunday evening nearest 2 November), ANZAC Day, a community carols service;
 - up to two additional occasions as reasonably directed by the Parish Priest, with four weeks' notice;
 - weddings, funerals, and other pastoral services as notified and/or requested by the Parish Priest: you will normally have first refusal of all such services held in the Parish which are taken by clergy licensed to the Parish or functioning on behalf of the Parish, in the Parish Priest's sole discretion; and
 - any other services as reasonably required where the organ or keyboard is the primary instrument used.
- ▷ Rehearse with and accompany the choir – en bloc, sub-groups, and soloists – at midweek rehearsals (normally Tuesday evenings) and pre-service rehearsals (normally up to 1.5 hours before the service) for Sunday and special services as listed above.
- ▷ Follow the choir conductor's musical direction at all rehearsals and services, including requirements for preparing and rehearsing music.
- ▷ Be attentive to the conduct of the liturgy, both through attention to the sanctuary party and also to the direction of the choir conductor, and adapt music delivery to align with conduct of the liturgy.
- ▷ Liaise with the Parish Priest and Director of Music on suggestions for or changes to the Music Program, and attend meetings with the Parish Priest as requested, normally on a monthly basis.

Music Support and Development

- ▷ Assist the Director of Music in conducting the choir and augmenting rehearsal capacity, as directed.
- ▷ Contribute to planning the liturgical music list, quarter by quarter.
- ▷ Mentor the Organ Scholar (when there is one in post) through giving formal lessons, advising on integrating organ music with Anglican liturgy, assisting with developing technique and capability in playing for services, and growing repertoire for worship and pastoral services (especially weddings and funerals).
- ▷ Assist the Director of Music in building the choir through sourcing and auditioning potential choristers.
- ▷ Bring music leadership to conceptualising, planning, liaising on, and delivering "creative space" projects to support evangelism and Church, such as but not limited to recruiting and rehearsing a treble choir; running a community choir; developing a music performance series; developing a music lecture series; curating a music workshop for neighbours, especially those with limited opportunity and resources.

Instrument Maintenance

- ▷ Promptly advise both the Parish Priest and Director of Music if any instrument used at or in relation to services is in need of tuning, repair, or other maintenance.

Conduct, Administration, and Time Management

- ▷ Hold in the greatest respect and utmost sensitivity the religious beliefs, ethos, and practices of the Anglican Church Southern Queensland as expressed at the Parish of Fortitude Valley.
- ▷ Work cooperatively with the Parish Priest, Director of Music, choristers, and other musicians.
- ▷ Attend all rehearsals and services promptly, and be set up and ready to play at the appointed times.
- ▷ Participate in annual performance planning and review as directed by the Parish Priest.

You are expected to carry out these duties in compliance with the policies and procedures prescribed by the Canons of the Anglican Diocese of Brisbane and the decisions of the Parish Executive and the Parish Council. You must follow all lawful directions of the Parish Priest in an efficient and timely manner.

Key Skills and Experience

1. Demonstrated high level of musical knowledge, especially of the organ and of music in the western Anglican Church canon.
2. Demonstrated high level of performance ability on the organ and other keyboard instruments.
3. Demonstrated high level of sight-reading of music.
4. Demonstrated high level of improvisation in liturgical music, including harmonisation.
5. The ability to take musical direction during rehearsal and performance.
6. The ability to accompany individuals, choirs, and congregations.
7. A sensitivity to the conduct of liturgy while playing scored and improvised music.
8. A sound understanding of workplace health and safety.
9. Demonstrated skills and experience in conducting choral rehearsals and services / performance, including associated planning.
10. Demonstrated skills and experience in assembling a choral music list to align with the Lectionary, liturgical seasons, and festival themes.
11. Demonstrated qualifications, skills, and experience in tutoring an advanced-level organ student.
12. Demonstrated skills and experience in conceptualising, planning, liaising on, and delivering a “creative space” music project (such as, but not limited to, building a new choir) which supports the work of a parish church in evangelism and outwards engagement.
13. Demonstrated excellent organisational and time management skills.

Role-Specific Requirements

1. An undergraduate degree in music (desirable)
2. A postgraduate degree in music (desirable)
3. Current Positive Notice (Blue Card) for Child Related Employment (or ability to acquire)
4. A clear National Police Check

Decision-Making Authority

1. No expenses on the Parish’s behalf may be incurred without the prior written approval of the Parish Priest

Our Parish

The role of the Parish of Fortitude Valley is to support the mission of the Church by striving to:

- Be disciples of Jesus Christ to the best of our faithfulness and ability
- Live out the Marks of Mission of the worldwide Anglican Communion (see “Our Mission” above)
- Uphold the vision and values of the Anglican Church Southern Queensland (see “Our Values” above)

Disclaimer

You are expected to undertake your own work practices in a safe manner and comply with the instructions given for workplace health and safety within the relevant Policies and Procedures.

This role description is designed to cover only the most important and prevalent job functions. However, your responsibilities also extend to any tasks outlined on a duties list, or any other tasks delegated to you by your manager or supervisor, provided that those new job requirements are safe, efficient, relevant, legal, and within your abilities.

Other Information

ACSQ is an equal opportunity employer, and is committed to providing a safe and healthy work environment free from discrimination, harassment or bullying.

Successful applicants are expected to acknowledge and comply with the ACSQ Code of Conduct.