



## Saint Thomas Church Fifth Avenue Job Opening for – Music Office Manager (Full-time)

**Our Mission** is to worship, love and serve our Lord Jesus Christ through the Anglican tradition and our **unique choral heritage**. Saint Thomas Church Fifth Avenue, New York, NY, is a growing and energetic parish of around 800+ active members and a much larger group of people associated through the livestream ministry, the Choir School, and music programs, in the Diocese of New York.

Just before the Pandemic, the parish had completed a rigorous period of self-study with *Wellspring Consulting* and had produced a 5-10 year strategic plan. Although the pandemic brought great challenges, far from delaying the implementation of that plan, it provided opportunity for growth and new ways of working. This included the implementation of a number of action plans with renewed vigor; namely, the setting up of a new Office of Institutional Advancement with a new staff, the appointment of a Director of Communications, and the expansion of the 'global parish' through the installation of a state-of-the-art camera system in the Church, and utilizing social media platforms; major improvements to the organization of the Church and Choir.

The **Music Office Manager (MOM)** supports the Organist and Director of Music in all aspects of their work and makes a rich contribution to the musical life of the church. The successful candidate must demonstrate exceptional organizational abilities and some knowledge of the liturgical life of the Episcopal Church.

**Reports To:** The Organist and Director of Music

**Salary Range:** \$65,000 - 70,000 per annum

**Benefits:** A package that includes medical, dental, vision and life insurance with AD&D coverage, short and long-term disability, flexible spending, commuter benefits, a 403(b) retirement plan with substantial company match, paid parental leave, 2 weeks' vacation, 12 PTO, 14 Holidays

**Location:** Saint Thomas Church, 1 West 53<sup>rd</sup> Street

**Schedule:** Monday – Friday (this is an in-person role)

### **Main duties and responsibilities:**

The Music Office Manager (MOM) is a full-time (40 hours/week) position, reporting to the Director of Music. The MOM is responsible for supporting the many aspects of the day-to-day functioning of the Music Department at Saint Thomas Church.

- The MOM is the primary conduit between the Clergy, Choir School, Vergers, Communications, Finance, Facilities, HR, and Hospitality departments and coordinated all activities for which they intersect.
- The MOM fields all music-related questions from the public via telephone, email, or letter.
- The MOM is the manager of the Gentlemen of the Choir (the twelve professional singers hired by the church), the Saint Thomas Consort (the mixed-voice professional vocal ensemble which sings for summer services and select other occasions throughout the year), and a curated list of substitute singers.
  - The MOM sets up audition days for substitute singers (usually twice a year), approves absences for the Gentlemen of the Choir, creates and oversees the yearly Letter of Agreement, contracts the Gentlemen of the Choir for any choir tours and recordings, and processes payroll (biweekly).
  - The MOM checks percentages monthly for the minimum 70% attendance record, keeps time sheets, communicates any calendar changes/additions, and coordinates Gents' summer signups. Ultimately, the MOM ensures all choral services are fully staffed.
  - The MOM assists with the production of regular service leaflets and, in consultation with the other members of the Music Department, researches and ensures the veracity of musical content. In this task, the MOM works closely with the Head Verger who is responsible for the signing-off and printing of service leaflets.
- Once a year, the MOM will coordinate the Conference for Choirmasters and Organists (usually held in late April or early May), including contracting and providing travel and other assistance for the guest clinician, processing registration fees, creating Conference packets and nametags, coordinating any guest speakers, arranging for all catering needs, and being on site throughout the Conference to assist with its execution.
- The MOM contracts soloists and instrumentalists for special liturgical services, including weddings, funerals, feast days, and other special events.
- The MOM manages the Choir Robe Assistants, posts currently held by a House Parent and a Gentleman of the Choir, and manages any invoice settlement related to choir vestments and repairs.
- The MOM maintains Music Office files, archives, press reviews and recordings.

- From time to time the choir tours, and the MOM tasks can extend to managing logistics, scheduling, and travel coordination.
- The MOM will assist the Associate Organist with the administration of Visiting Choirs (summer months), helping provide them with instructions, hymns, service music, hospitality, facilities needs, and any other aspects of their visit.
- The MOM is chief conduit between the Carillonneur and the Music Department and creates the yearly Letter of Agreement.
- The MOM supports the Associate Organist in coordinating the Sunday Recital Series, including contracting all performers, collecting programs and other performance materials, and organizing payment.
- The MOM prepares for and attends weekly meetings as follows:
  - Tuesday morning Organist Meeting
  - Tuesday afternoon Music Department Meeting
  - Wednesday afternoon General Staff Calendar Meeting
- The MOM organizes biannual Music Committee meetings, including ordering catering and taking minutes.
- The MOM creates and distributes the termly Music List (3x per year).
- The MOM assists the Director of Music in numerous ways, including preparing the yearly budget, scheduling meetings, and maintaining the Director of Music's daily calendar.

### **Qualifications**

- Demonstrable experience in Performing Arts administration.
- A minimum of 2 years in Administrative work directly supporting at the Executive level.
- Bachelor's degree in music or the equivalent experience required.
- Familiarity with musical repertoire, especially sacred choral music.
- Experience in standard computer office programs is essential.
- Proficiency in Sibelius 7.5 notation software is desirable.
- Ability to be a team player, and to work with a wide range of personalities in a complex organization, including artists, clergy, high-level donors, and volunteers, as well as outside vendors.
- Familiarity with the New York professional choral scene and AGMA rules and regulations.

### **Physical Requirements & Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, stand, sit, talk, see, or hear. The employee must occasionally lift and/or move up to 25 pounds.

Equal employment opportunities and diversity among its employees are fundamental principles at Saint Thomas Church and Choir School. We are an equal opportunity employer and do not discriminate in employment decisions and practices on the basis of sexual orientation, gender identity or expression, race, color, religion, national origin, sex, age, marital status, or any disability that can be reasonably accommodated in the administration of its various programs and policies, veteran status, genetic information, family responsibility, political affiliation or any other status protected by applicable laws.

**Any offer of employment is conditioned upon the candidate successfully passing a background check, which may include initial credit, motor vehicle record, public record, prior employment verification, and criminal background checks. Results of the background check are individually reviewed with consideration of the nature and gravity of the background history and the job offered.**

### **Application Process:**

Interested applicants should submit a one-page cover letter expressing why they wish to apply and how their skills would meet the job description, their resume, and a list of three references to: [musicsearch@saintthomaschurch.org](mailto:musicsearch@saintthomaschurch.org) with **Music Office Manager** in the subject line. Incomplete materials will not be reviewed. This role will remain open until filled.