

AMERICAN GUILD OF ORGANISTS LOS ANGELES CHAPTER, PLACEMENT SERVICE

INSTRUCTION SHEET FOR ANNOUNCEMENT OF MUSIC POSITION VACANCY

1. Announcement Form - Complete the enclosed announcement form ("Form") as fully as possible. The more information you supply, the better the potential candidate will know whether or not his/her qualifications and interests meet yours.
2. Placement Service Operation - When your completed Form has been received, a listing will be placed on the Chapter website as soon as possible. Interested chapter members are instructed to call or email you if they are interested in the position. When you are contacted, you should request a resume and set up an interview/audition.
3. Discrimination - Please note that the announcement for your music position vacancy will be made with the understanding that the church recognizes the obligation under Title VII not to discriminate as to race, creed, or sex.
4. Job Vacancy - We call your attention to Rule #1 of the AGO "Code of Ethics" which states that organists in the Guild are encouraged not to apply for a position **unless the incumbent organist is aware of the termination of his/her employment.** Therefore, churches may not advertise in the LA/AGO newsletter unless a definite vacancy has been established and the incumbent organist or choirmaster/organist has been notified of the situation.
5. Contract - The AGO recommends that a contract be negotiated and signed between the church and the person to be hired as organist or choirmaster/organist. The contract should comprehensively describe the agreements between the institution and the individual, including job description, salary and benefits package, statement of individual's job authority and reporting sequence, and conditions of termination.

Please notify the Placement Service coordinator when the position has been filled.

6. Mail the completed Form with a check in the amount of \$25 payable to "Los Angeles Chapter AGO" to the attention of David Reeder, AGO Placement Service Coordinator, 14571 Round Valley Dr., Sherman Oaks, California 91403.