

Placement Service Application, Los Angeles Chapter. American Guild of Organists

ANNOUNCEMENT OF MUSIC POSITION VACANCY

ORGANIST CHOIRMASTER/ORGANIST Date of this notice _____

CHURCH (include denomination): _____

Address _____ Telephone () _____ E-Mail _____

City _____ ZIP _____ Congregation

size _____

CONTACT (correspondent for candidates):

Address _____ Day Phone () _____ E-Mail _____

City _____ ZIP _____ Eve Phone () _____

DESCRIPTION OF DUTIES:

1. List days and times of the regular services per week at which the organist or choirmaster/organist would perform: _____

2. Check any additional services at which the organist or choirmaster/organist would perform:
 Christmas Eve Maundy Thursday Good Friday
 Thanksgiving Easter Even

3. Check the choir(s) which concern this job vacancy and complete below information about each:
conduct: adult youth children handbell
play: adult youth children _____

Adult: # members _____ # paid _____ Rehearsal day/time _____
Youth: # members _____ Rehearsal day/time _____
Child: # members _____ Rehearsal day/time _____
Bell: # members _____ Rehearsal day/time _____

4. Describe any other responsibilities for this vacancy (e.g., manage concert series, etc.):

DESCRIPTION OF ORGAN:

Builder: _____ pipe electronic

Manuals: _____ Ranks: _____ Year installed: _____ Condition: _____ Are there plans to rebuild or replace the organ? Yes No Maybe

COMPENSATION:

1. After reading “**The Salary Guide for Musicians employed by Religious Institutions**” found online at <http://www.agohq.org/profession/salary.htm> and the “Job Evaluation Tickler” sent with this application, our estimate of the time required for the satisfactory performance of this music position by the organist or choirmaster/organist is _____ hours per week (average). **(Remember that the preparation for rehearsals and services takes more time than the rehearsals and services themselves!)**

2. After studying the Salary Guide contained in the “The Salary Guide for Musicians employed by Religious Institutions,” we feel the following annual salary is fair compensation for the job requirements:

\$ _____ per year (\$ _____ per week)

3. We are offering the following additional benefits for this music position:

_____ weeks paid vacation _____ weeks paid sick leave

health insurance continuing education study leave

pension book/music allowance

Person preparing this application:

(Signed) _____

(Name Printed) _____

(Title) _____