

ORGAN SCHOLAR

CATHEDRAL OF SAINT PAUL Birmingham, Alabama

JOB DESCRIPTION

The goal of this position is to assist the Director of Music (hereafter, “DoM”) with the successful functioning of the Cathedral sacred music program while also providing a thorough grounding in the skills and principles needed to eventually direct a top-quality Catholic sacred music apostolate. Therefore, the position involves continued formation and training in sacred music and its principles. The Organ Scholar (hereafter, “OS”) is ideally a practicing Catholic; the OS commits to abide by the official guidelines for employees in the Diocese of Birmingham.

DUTIES AND RESPONSIBILITIES

Joint Responsibility for worship services. The OS, in collaboration with and under the supervision of the DoM, will be responsible for providing music for:

- Weekend Mass (one per week, occasionally two during particularly busy times)
- Cathedral Choir rehearsal (collaborative with DoM)
Weekly Aug-June; Wednesday 6:30-8:30PM
- Christmas Liturgies: (Typically Vigil Masses at 5:00 p.m. and 8:00 p.m.; Mass at Midnight; Christmas Day Mass at 10:00 a.m.)
- Lent
 - Ash Wednesday Masses at 12:10 p.m. & 5:30 p.m.
 - Stations of the Cross on Fridays at 5:30 p.m.
 - Triduum Liturgies: Holy Thursday: 7:00 p.m.; Good Friday: 3:00 p.m.; Holy Saturday: 8:00 p.m. Easter Vigil
- Holy Day Liturgies (Vigil, 5:30 p.m; 12:10 p.m. and 6:00 p.m. on the Holy Day)
- Annual Parish Events
 - Celebration of First Holy Communion
 - Minor assistance (setup, ushering, etc.) with the Downtown Concert Series and other events
- Substitute organist for Director of Music’s vacation (c. four weekends a year, mostly during Summer)

Essential functions and responsibilities. In addition to the events above, the OS will have the following responsibilities and opportunities:

- Demonstrate musical proficiency on the organ and, eventually, in choral conducting.
- Accompany/direct sectional rehearsals of Cathedral Choir. Opportunities will be given to conduct full rehearsals, as well, and conduct Cathedral Choir in the liturgy and/or concerts.
- Assist DoM in maintaining up-to-date listings in the Music Library Database and filing library.
- Develop skills in improvisation and hymn selection.
- Meet with cantors ahead of liturgies (c. 30min before) to prepare/confirm music.
- Learn basic pipe organ maintenance diagnosis and skills.
- Meet with clergy and staff to discuss information related to celebrations as needed (to foster good communication with celebrants, etc.)
- A half-recital (e.g., 45 minutes or less) should be presented yearly. The OS will have priority access to the Anna Catharine Grace Memorial Pipe Organ (Noack Opus 164; 3m/75rks) for practice and recitals.

Supervision. The OS will be directly responsible to the DoM.

Meeting obligations. The OS is not obligated for parish staff meetings, but is welcome.

Continuing education. The OS may submit requests for continuing education conferences or study, understanding that this is subject to review. In addition, the OS must normally be present in the parish while the DoM is on vacation or his own study leave. Parish will consider subsidizing professional advancement exams (e.g., CAGO, etc.)

Hours of employment. Due to the unique nature of this position, the OS does not have specific office hours but is a ¼ time employee and is expected to be available on an as-needed basis. Wednesday afternoons are considered supervised time unless otherwise coordinated with DoM.

Compensation/Benefits. Time off is negotiable (generally four Sundays and four Wednesdays a year), and pay is no less than \$15,000/year. This is not a benefits-eligible position.

CONTACT/INQUIRIES

Please send letter of interest and resume/CV to Bruce Ludwick, Jr., Director of Music and Organist, at ludwick@stpaulsbhm.org by Tuesday, November 15, 2022.