

A close-up, low-angle photograph of a piano keyboard and its internal mechanism. The white keys are in the foreground, with black keys interspersed. Above the keys, the complex arrangement of hammers and strings is visible, set against a dark, polished wooden frame. The lighting is dramatic, highlighting the textures of the wood and the metallic components.

Christ Church Charlotte

Assistant Director of Music
and Organist



Position Description

Position Title: Assistant Director of Music & Organist

Incumbent: Job to begin Summer 2024

General Area of Responsibility: The Assistant Director of Music & Organist assists the Director of Music with all aspects of the music programs of Christ Church.

Organizational Relationships: The Assistant Director of Music & Organist reports to the Director of Music.

GENERAL

- Maintain regular office hours: Mon-Thu, with Wed-Thu evening rehearsals, and as needed on weekends.
- Attend Rector's staff and program meetings weekly in order to have an overview of all parish functions and programs, communicating as necessary with those affected by decisions or planned activities.
- Attend weekly Music Staff meetings and monthly Liturgical Commission meetings.
- Collaborate with the Director of Music in planning all music for worship including service music, hymns, choral anthems, and organ repertoire for the church year.
- Assist in the management of the music library, procurement of new music, distribution of music, and maintenance of library.
- Assist with proofreading and production of bulletins and concert programs.
- Assist with articles for The Disciple and News & Notices regarding the music program, in cooperation with the Director of Music.
- Assist with hosting visiting choirs and organists. Assist as liaison with community arts groups who teach or perform at Christ Church in collaboration with the Director of Music.
- Participate in professional organizations for organists and choral conductors, attending conferences and workshops whenever possible.



ORGANIST

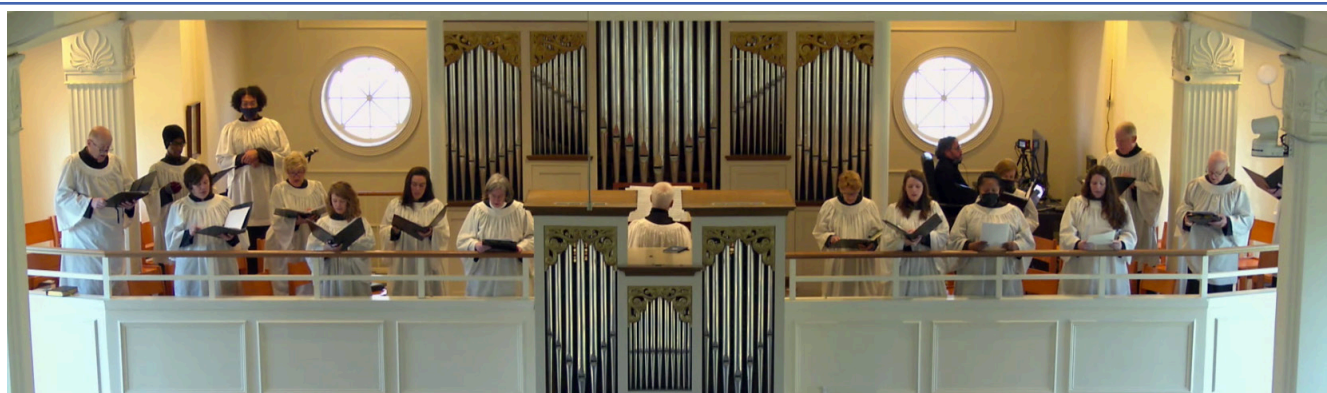
- Play standard organ repertoire for all regularly scheduled services, feast days, and other special services of the church in collaboration with the Director of Music.
- Accompany at the organ or the piano the Christ Church Choir, Schola Cantorum, and children's choirs in services, concerts, and on tours. Play for Fall Festival and Spring Graduation for Christ Church Kindergarten.
- In collaboration with the Director of Music, play for funerals at no additional fee, consult with families in planning music, and play for weddings with an additional fee.
- Arrange for substitute organists from an approved list, as necessary.
- Assist in recruiting and contracting other instrumentalists and singers when needed and rehearse with them as appropriate.
- Prepare and play occasional concerts.

CHOIR DIRECTOR

- Participate as directed by the Director of Music in weekly choir rehearsals to prepare for services and to educate choir members in Anglican Episcopal liturgy.
- Participate in annual choir retreats, choir camps, and choir tours as determined by the Director of Music.
- Assist in recruitment of new volunteer and professional choir members.
- Tutor small groups and individuals in music theory, sight-singing, and RSCM assessments.
- In the absence of the Director of Music, supervise section leaders and volunteers in the music program.
- Be prepared to lead and accompany all rehearsals and services in the absence of the Director of Music.

REQUIREMENTS

- Master's degree in music
- Significant accompanying and choral experience; competency in Solfege preferred
- Proficiency in either Finale or Sibelius required



Gabriel Kney Pipe Organ

Great

Praestant	8'
Rohrgedeckt	8'
Oktav	4'
Blockflöte	2'
Mixture IV	1.1/3'
Cornett III	
Trompete	8'

Rückpositiv

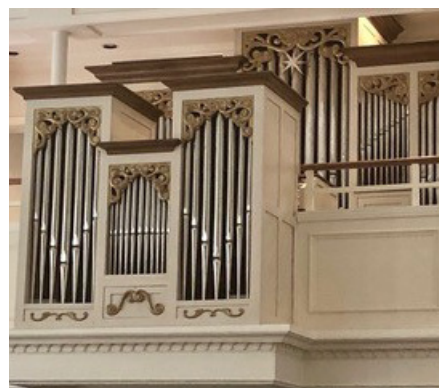
Holzgedeckt	8'
Praestant	4'
Rohrflöte	4'
Oktav	2'
Quint	1.1/3'
Regal	8'
Tremulant	

Swell

Gedecktfloete	8'
Gamba	8'
Celeste T.C.	8'
Prinzipal	4'
Offenflöte	4'
Nasat	2.2/3'
Terz	1.13/5'
Scharff III	1'
Basson	16'
Schalmey	8'
Tremulant	

Pedal

Subbass	16'
Prinzipal	8'
Posaune	16'
Trompet	8'





Participate in our Search

1) Tell us how to be in touch with you

Name / Address / Preferred telephone / Preferred email

2) Provide your current position and location

3) Help us get to know you by submitting:

- A résumé
- Recent audio and video recordings of you playing a significant piece from the standard organ repertoire and conducting a choir.
- A list of three references with contact information. We will contact these people only after we have notified you.

4) Send us your materials:

Email to cccharlottemusicministry@gmail.com.

Deadline for submissions of completed candidate packets: **TBD**

Our Timetable

Application Deadline: TBD

Auditions: Spring/Summer

Offer: TBD

Start Date: Mid-summer

Contact Us

If you would like to have a conversation to learn more about this position, contact Ben Outen, Director of Music, at cccharlottemusicministry@gmail.com.



Learn More About Us

CHRIST CHURCH CHARLOTTE | www.christchurchcharlotte.org

In 1943, Christ Church Mission, Charlotte, was formally recognized by the Diocese of North Carolina with 98 families. Today our Church has a diverse and passionate membership of over 6,000. We're located in the beautiful neighborhood of Myers Park, a fifteen-minute drive from uptown Charlotte. Visit our website to find detailed information about our congregation, worship, formation, core values, and current priorities.

THE DIOCESE OF NORTH CAROLINA | www.dionc.org

The Episcopal Church in central North Carolina is composed of 49,000 persons gathered into 111 congregations and ten campus ministries throughout 38 counties in the central part of North Carolina. Our diocese is divided into three regions and seven convocations, each headed by a dean. On an average Sunday, more than 13,500 gather to worship across our diocese. On the website you will find information about our diocese and state history, geography, population, economy, education and recreation.

CHARLOTTE, NORTH CAROLINA | www.charlottesgotalot.com

The current population of Charlotte is 928,154, making it the 15th largest city in the United States based on the most recent census, and it is among the fastest-growing cities in America. The metropolitan area has a population of well over 2.4 million. The city is a leading U.S. financial center, with the headquarters of Bank of America, Truist Bank, and the East Coast operations of Wells Fargo, as well as two major healthcare systems. Charlotte is also home of the NFL Carolina Panthers, NBA Charlotte Hornets, Charlotte FC soccer, Charlotte Knights baseball, Charlotte Checkers hockey team, and the U.S. National Whitewater Center. We are enriched by a wide variety of educational, arts, cultural, and entertainment venues, including several colleges and universities, many museums and theaters, and outstanding symphony, ballet, and opera companies.



Christ Church Charlotte
CHRIST EPISCOPAL CHURCH

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