



## *Diocese of Christchurch*

**The Transitional Cathedral, Christchurch, NZ**  
234 Hereford St | PO Box 855 | Christchurch 8140, New Zealand  
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# JOB DESCRIPTION ASSISTANT ORGANIST

### **Responsible to:**

The Director of Music and the Dean

### **Functional Relationships:**

The Director of Music, The Dean, The Precentor, Associate Dean, Cathedral Administrator, Choir Librarian, Headmaster and staff at The Cathedral Grammar School

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## BACKGROUND

The Christ Church Cathedral Choir (founded 1881)

The Cathedral Choir is as old as the Cathedral itself and is one of the city's most important cultural assets. There have been weekly and Sunday sung services since the opening of the Cathedral in Cathedral Square in 1881. The Choir currently sings in the architecturally stunning Transitional "Cardboard" Cathedral. The former Cathedral in Cathedral Square is being re-instated over the next several years, following damage in the Christchurch earthquakes.

The Cathedral Choir offers an unparalleled musical opportunity in New Zealand for first class musical training. The boys in the Choir benefit from team-work and from the experience of working at a professional standard.

The present Choir consists of 20 boys and up to 12 men. The boys are educated at our Choir School, The Cathedral Grammar School where they hold Choral Scholarships. Among the men there are paid Lay Clerks and Godley Wakefield Scholars.

The Choir has a wide and varied repertoire, ranging from the sixteenth century to the present day. Along with the cathedral and university chapel choirs of Great Britain, it is part of a unique, centuries-old tradition that has no equivalent outside the English-speaking world. ChristChurch Cathedral shares with the Cathedral of St Andrew, Sydney, the distinction of being one of the very few cathedrals outside Britain to have its own choir school.

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1. THE DUTIES AND OBLIGATIONS of the Assistant Organist shall be as follows:
  - a. To play the organ at all services and rehearsals at which the choir is singing:
    - i. Two (occasionally 3 services) each Sunday.
    - ii. Choral Evensongs on Tuesdays, Wednesdays, Thursdays and Fridays.
  - b. To attend rehearsals as listed in Schedule 2.
  - c. To attend chorister Development Days on the first Mondays of Terms 2, 3 and 4;
  - d. Special events, such as funerals, special services, concerts and recordings as may be required subject to reasonable notice.
  - e. To attend and conduct practices at the annual chorister camp, usually held in the last week of the summer holidays, prior to the start of term 1;
  - f. Occasionally to play for special services [such as Anzac Day, Diocesan Synod services, AAW annual service] and events as required by the Director of Music, during term time and subject to reasonable notice, and for which no extra fee will be paid unless the Cathedral is being remunerated specifically for an organist for these services or events.
  - g. To play for occasional Concerts and recitals as agreed with the Director of Music.
  - h. To play service music and voluntaries on other occasions as requested by the Director of Music.
  - i. To play at Weddings as arranged with the Director of Music. A fee will be paid to the Assistant Organist.
  - j. To sing in the Cathedral Choir at services for which the Assistant Organist is not required to play the organ.
  - k. Generally to act in a manner suitable for a person taking part in the religious observances of a place of worship.
2. CATHEDRAL STAFF TEAM
  - a. To contribute to the work of the staff team in the Cathedral and maintain good relationships with the Director of Music, the Dean, Associate Dean and the cathedral community.
3. REPORTING AND ACCOUNTABILITY
  - a. To report and be accountable to the Director of Music and the Dean as agreed.
  - b. Undertake all activities in accordance and compliance with the Diocesan Ethical Guidelines.
  - c. Work within agreed budgets and approval levels;
  - d. General maintenance needs in association with the organ are brought to the attention of the Director of Music.

4. HEALTH AND SAFETY

- a. Take all practical steps to ensure personal safety and the safety of others.
- b. Understand and fulfil health and safety responsibilities under the Health and Safety at Work Act 2015.
- c. Report accidents to the Cathedral Administrator (an accident register is maintained).
- d. Understand and fulfil statutory requirements as an employee to report hazards, incidents or accidents to supervisors.

5. PERSONAL AND PROFESSIONAL DEVELOPMENT

- a. To maintain and extend effectiveness and safety in the role through appropriate professional support and training / education.

6. OTHER DUTIES

- a. To undertake other duties from time to time, as agreed with the Dean.

## **Appendix: Schedule of regular Cathedral choral services**

### **Sunday**

9.00am Choir Practice

10.00am Morning Service

4.00pm Choir Practice

5.00pm Evening Service

### **Monday**

*Nil*

### **Tuesday**

4.10pm Choir Practice

5.30pm Choral Evensong

### **Wednesday**

4.10pm Choir Practice

5.30pm Choral Evensong

### **Thursday**

4.45pm Choir Practice (men's voices only)

5.30pm Choral Evensong

### **Friday**

3.45pm Choir Practice (boys' voices only)

4.30pm Choral Evensong

5.00pm Full Choir Practice

5.45-6:30pm Choral Scholars' Practice

### **Saturday**

*Nil*