



## Position Description

<b>Position Title:</b>	<b>Organist</b>
<b>Employment Status:</b>	Casual (approximately 275 hours per year)
<b>Reporting to:</b>	Director of Choir
<b>Direct Reports:</b>	Nil
<b>Date:</b>	Dec 2024

### 1. MISSION OF THE COLLEGE

To assist its member in achieving the highest standards in their personal lives, in their studies and in the professions, they will enter, standards based on Catholic and Jesuit values and showing a genuine compassion and respect for others. Nurture Mind, Heart, Imagination and Spirit.

Foster the intellectual, spiritual and ethical life of its members to enable them to become effective leaders in the community, mature in faith and committed to justice.

### 2. VALUES

To create a community that strives to meet the above College's Mission objectives: creating a community wherein each individual can grow holistically through participation in the College's Community of the Mind (Intellectual), the Community of the Spirit (Spiritual), the Community of the Heart (Ethical) and the Community of the Imagination (Cultural) offerings.

The efforts of personal growth in the abovementioned dimensions would be underpinned by the 4 Jesuit Foundational insights of:

- Seeking and finding God in all things;
- Cura Personalis - the care of the whole person;
- The art of discernment;
- The Magis - the quest for the most excellent way of proceeding; and

These efforts would be directed by the Society of Jesus Universal Apostolic Preferences (UAPs):

- Showing the way to God by nourishing our ministry through Ignatian Spirituality and serving Christ through our Church within our Jesuit / Ignatian tradition;
  - Walking with the excluded and Taking care for our Common Home by healing humanity and the world;
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- Journeying with the youth by forming the young in a faith that seeks justice; and Strengthening Jesuit-Lay Partnerships

All of the above to achieve Missio Dei - God's Mission - A.M.D.G. - Ad Majorem Dei Gloriam - for the greater glory of God.

### 3. ORGANISATION CONTEXT

Newman College is a co-educational residential College affiliated with the University of Melbourne. Accommodating undergraduate, graduate and postgraduate students from metropolitan and regional Victoria, interstate and overseas. Staff in residence include the Provost, Deputy Provost, the two Deans and the Rector of the Jesuit Community.

### 4. THE SCOPE OF THE POSITION

Serve as the organist for the Sunday Church liturgies, perform in the Choir's concert series and be an ambassador for the Newman music program. Additionally, develop and encourage an active and vibrant community.

### 5. KEY ACCOUNTABILITIES

- Play for major liturgies including Sunday liturgies [during the Academic term], Easter liturgies, Christ the King, the First Sunday of Advent and special occasions such as the carol service, weddings, funerals and masses with visiting groups.
- Accompany the Choir for rehearsals on Thursdays and Sundays, and before major liturgies and concerts involving the Choir.
- Play organ and piano for concerts, formal dinners and other special events as specified by the Director.
- Participate in the annual Choir Camp, mid-year retreat, workshop days and extra rehearsals for Concerts as required.
- Coordinate the music arrangements for weddings.
- Participate in the selection of music for Masses and other liturgies involving the Choir of Newman College.
- Assist the Director of the Choir in the selection of new Choir members and the accompaniment of auditions.
- Where necessary, assist the Director of the Choir in training and directing the Choir.
- Undertake administrative duties for the music program, in consultation with the Director of the Choir.
- Oversee any need for maintenance and care of the Gallery organ, the Chamber organ and the piano in the Chapel of the Holy Spirit, including the regular tuning roster and any maintenance issues. Develop, as necessary, any short and long-term plans for care of the organ.
- Assist in the process of selecting new instruments for the Chapel.
- Engage with all relevant stakeholders as required (i.e., Provost, Deputy Provost, Deans and Clergy, Master of Ceremonies, Choristers, visiting musicians, staff, choir, parents, etc.).
- Participate in effective musical practice that leads to high-level musical performance.

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- Model and encourage qualities in alignment with Catholic values.
- Managing time effectively with the ability to work outside normal working hours (eg. occasional recitals).
- Comply with all safety standards.
- Take reasonable care to protect the health and safety of self, fellow staff, students and others while carrying out college work activities.

### 6. KEY SELECTION CRITERIA

- Proven experience as an accompanist and liturgical organist/pianist with strong skills in sight-reading, score reading, transposition and improvisation.
- A motivation to work within a faith aligned environment and possess a strong commitment to its values.
- Appropriate qualifications in music and an informed understanding of the Catholic Church's liturgical traditions.
- Demonstrated ability to prepare and organise music prior to arrival at the rehearsal and/or service.
- Flexibility and ability to understand the need to work outside regular hours when the occasion arises.
- Experience working with younger people.

### 7. POSITION DESCRIPTION ACKNOWLEDGEMENT

I have received, and fully understand the position description Organist at Newman College, I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_