

Alamo Chapter – AGO

Job Vacancy Advertisement Form



Advertising a Job Vacancy

As a benefit of membership to its members, The Alamo Chapter of the AGO publishes a monthly newsletter – *The Tracker* – which includes chapter news, an event schedule of concerts and professional skill sessions, and also, the advertisement of job vacancies.

A job should never be posted unless the position is currently vacant or its imminent vacancy has been publically announced. Providing as much information on the job vacancy form as possible often yields more fruitful results when advertising a vacant position. The provision of the following information is particularly important: the title of the position, days/times of services and rehearsals, whether the position is full- or part-time, a brief description of the position's responsibilities, the proposed salary range, and the name/phone number of the contact person of the job search. For more information regarding fee schedules and salary guidelines, please refer to the AGO national guidelines: <http://www.agohq.org/profession/indexsalary.html>

To maintain the integrity of the process, only the employing institution may only submit information pertaining to a job vacancy. If there are updates to the position (or if it has been filled), the employing institution should inform the Placement Coordinator as soon as possible. Job advertisements appearing in *The Tracker* will run for one month and are renewable only by request of the employing institution.

Advertisement of job vacancies in *The Tracker* is provided as a free service to the San Antonio community and surrounding areas. The deadline for submissions to the newsletter is the 15th of each month.

To access the Alamo Chapter's substitute roster, please click here. For additional questions, please contact the placement coordinator: Lena Gokelman / 210-499-0543 / placement@alamoago-satx.org.

To submit a job vacancy, please complete the form below, and follow the directions at the end of the document.

Please fill-in the form below and submit to the placement coordinator.

IMPORTANT INSTRUCTIONS!! Please complete this form and SAVE IT TO YOUR COMPUTER before emailing the completed form to placement@alamoago-satx.org

Alamo Chapter – AGO *Job Vacancy Advertisement Form*

1. Name of church/requesting institution :

Street:

City:

Zip:

Web address: (if available)

2. Faith tradition/Denomination: (e.g., Methodist, Episcopalian, Roman Catholic, etc.)

3. Job title: (e.g., organist, organist-pianist, organist-director, etc.)

4. Date position will become available:

5. Worship service information:

a. Worship service DAY(S):

b. Worship service TIME(S):

c. Warm-up time before service(s):

d. Approximate length of service(s):

6. Rehearsal information:

a. Rehearsal DAY(S):

b. Rehearsal TIME(S):

c. Approximate length of Rehearsal:

7. Does the position involve:

a. ... accompanying and/or directing a choir? Yes No

b. ... working with a cantor? Yes No

c. ... working with instrumentalists? Yes No

d. ... working with children or teens? Yes No

e. ... working with handbells? Yes No

f. ... working with a contemporary ensemble? Yes No

g. Additional comments:

8. Available worship resources:

a. Instruments? (e.g., piano, organ, both)

- It is sometimes helpful to provide more detailed information about the instruments to be used in worship: (e.g., grand piano, 3-manual pipe organ – note organbuilder, electronic organ, etc.)

b. Hymnals? (list name of hymnal resources)

c. Additional comments, if any:

9. Briefly list the responsibilities of this position for the candidate:

10. Is the position FULL-TIME or PART-TIME?

11. Salary range offered, if possible: (For more information regarding fee schedules and salary guidelines, please refer to the AGO national guidelines: <http://www.agohq.org/profession/indexsalary.html>)

12. Other pertinent information about or benefits included with the position: (e.g., health benefits, vacation or sick-leave, etc.)

13. Name of contact person:

a. Contact phone number:

b. Contact e-mail:

14. Other information that would assist in the advertisement of this position?

EMAIL COMPLETED FORM TO: placement@alamoago-satx.org