

Alamo Chapter – AGO

Job Vacancy Advertisement Form



As a benefit of membership, the Alamo Chapter of the AGO publishes a monthly newsletter – *The Tracker* – to its members in which job vacancies are also advertised. Advertisement 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. Submissions should be directed to the Placement Coordinator at: placement@alamoago-satx.org.

A job should never be posted unless the position is currently vacant or its imminent vacancy has been publically announced. 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.

Providing as much information on this form as possible may prove helpful when advertising a vacant position. Your assistance is greatly appreciated.

**Please SAVE this form after downloading.
Once completed, save again and send to the email above.**

1. Name of church/requesting institution :

Street:

City:

Zip:

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?

Don't forget to SAVE your completed form and resend to the email address above.