

## **How to Enter Placement**

1. Download and review the following documents from the Placement section of the ACC website at [www.accantors.org](http://www.accantors.org):
  - [Guidelines for Cantorial Congregational Relationships](#)
  - [Placement Procedures of the Joint Cantorial Placement Commission](#)
    - [Placement Tips for Cantors](#)
    - [Sample Personal Statement](#)  
(<http://www.accantors.org/acc/files/Personal%20Statement.pdf>)
2. Download and complete the [Cantor's Application for Placement](#).
3. Email a copy of your resume and personal statement to Barbara Ostfeld at [bjostfeld@accantors.org](mailto:bjostfeld@accantors.org) for **review of format and approval of content**.
4. Email your approved resume, personal statement and placement application (as attachments) to [placement@accantors.org](mailto:placement@accantors.org).
5. Mail the signed copy of your application and a check for the placement fee to the ACC Office at 1305 Remington Road, Suite D, Schaumburg, IL 60173. Make the check payable to: American Conference of Cantors. The Placement fee for full-time or limited service positions is currently \$250. The fee for High Holiday Placement is \$125. The placement fees may be discussed with Cantor David Margules. Email him at [david@rodefsholom.org](mailto:david@rodefsholom.org).
6. Mail a copy of your demo CD to Barbara Ostfeld at **58 Silver Thorne Drive, Williamsville, NY 14221**. (OR JUST EMAIL HER YOUR MP3 FILES!) Once she has approved it, prepare multiple copies of the CD and have them ready to send to congregations (with a cover letter) after they have been specifically requested.

### **Important Notes:**

- *In order to be eligible for Placement, you must be a member in good standing of the ACC. ACC membership dues must be up-to-date, and you must be in full compliance with the ACC's Code of Ethics.*
- *Cantors wishing to go into Placement who are currently under contract with a congregation must be entering the last year of their contractual commitments or have letters of permission from the presidents of the current congregations. For other requirements, please consult the [Placement Procedures of the Joint Cantorial Placement Commission](#).*
- ***Only after all of your placement materials are received, approved and properly formatted will you be able to make requests for resume sending. There is an easy-***

to-complete form which appears when you click on “Resume Request Form” on the placement area of the website.

- Your requests will be logged only AFTER your placement file is complete. Remember that it takes the office personnel some time to process all of the paperwork involved in completing a placement application. Once your application materials have been received, expect a few days turn-around time before your resumes can be sent to congregations.
- If you are entering placement for the Cantor-in-Residence Program, you must be employed half-time or less. You should fill out the regular application form and check off the appropriate box. There is NO FEE for this program.