

**Director of Music, Permanent, Part-time
JOB DESCRIPTION – as of October 25, 2021**



PRIMARY PURPOSE:

The position directs all aspects of the music program at St. Paul's United Church.

KEY ACCOUNTABILITIES:

- Sunday Church Service
 - Choose, order (if needed) and prepare all music to be presented each Sunday including leading choral presentations by the Senior Choir
 - Invite and rehearse with guest artists including soloists
 - Conduct online and/or in person rehearsals with the Senior Choir on Thursday evenings and special rehearsals as required
 - Support the production of virtual hymns and anthems for inclusion in the Sunday services, if required
 - Provide information on the music for each Sunday to the Office Administrator to be included in the Order of Service
- Special Services
 - Prepare all music and the choir for participation in special services such as Maundy Thursday, Good Friday, Christmas Eve, Memorial Hymn Sing and Legion Service for Remembrance Day
 - If available, provide music for weddings and funerals with compensation to be provided by individuals/organizations requiring this service
- Care and Maintenance of all Musical Instruments
 - Oversee tuning of pianos and organ
 - Maintain the internal cleanliness of pianos and organ with the understanding that Fee for Service Contractor cleans outside
- Administrative tasks:
 - Attend Worship and Music Committee meetings, based on availability, and meet with the Minister to coordinate music content
 - Enter all required information for service music into the online Worship Planning and Reporting Database
 - Support copyright license reporting
 - Maintain the music library
 - Communicate music program activities to appropriate audiences

POSITION REQUIREMENTS:

Education:

- Post- Secondary education in either piano or organ and/or vocal music.

Experience:

- Demonstrated experience in playing both the piano and the organ
- Experience in leading and directing choirs including the administration of church music programs
- Experience in accompanying choirs, soloists and other musicians from the keyboard
- Experience in hosting and running virtual choir practices/music presentations via Zoom
- Knowledge of editing platforms including Audacity and video editors
- Knowledge of liturgy
- Organized, efficient, self-managing time in order to prioritize and accomplish tasks
- Detail oriented, deadline-aware, persistent, helpful, team-minded and cooperative.

NATURE AND SCOPE:

- **Interpersonal Contacts:** This position will work closely with the Worship and Music Committee to support a joyful and meaningful worship period on Sunday mornings and on special occasions. This position also interacts with the Minister, members of the congregation and other Church staff on a regular basis. This position participates in community-based interactions during weddings, funerals and musical presentations at local retirement homes.
- **Level of Responsibility:** This position is responsible for ensuring that the congregation has the opportunity to grow their own faith through music.
- **Physical and Sensory Demands:** Minimal demands typical of a Director of Music position in a church environment.
- **Working Environment:** Minimal exposure to disagreeable conditions associated with a Director of Music position within a church environment.