

CHRIST CHURCH, EPISCOPAL  
COOPERSTOWN, NEW YORK

**Staff Position Description**

**Position Title:** Director of Music

**Reports to:** The Rector

**Weekly Hours:** Negotiable according to specific skills, but not less than 20 hours a week.

**Primary Function:** Under the supervision of the Rector, the Director of Music bears responsibility for the musical life of the parish. With liturgical awareness and sensitivity, the Director of Music provides, directs, and arranges for the instrumental and choral music for regular services and special functions and programs of Christ Church. This includes planning and preparing hymns and anthems for worship, sustaining and strengthening the choir, encouraging and supporting congregational singing, and developing new opportunities to reach the Cooperstown and Otsego County communities through music.

**Duties and Responsibilities:**

- I. To provide for, direct, and enhance the overall musical life of Christ Church, the Director of Music:
  - Provides organ, choral, and other instrumental music for two regularly scheduled Sunday services and special seasonal services 48 weeks of the year.
  - Arranges for paid or volunteer supplementary soloists or instrumentalists for special occasions or services (e.g. weddings and funerals) as requested or appropriate.
  - Special liturgical services include:
    - o occasional Sunday evensongs,
    - o Advent weeknight evensongs (if scheduled),
    - o Christmas Eve,
    - o Christmas Day,
    - o Epiphany,
    - o Candlemas,
    - o Ash Wednesday,
    - o Lenten weeknight services (if scheduled),
    - o Maundy Thursday,
    - o Good Friday,
    - o The Great Vigil of Easter,
    - o Ascension Day,
    - o All Saints/Souls Day,
    - o occasional ecumenical services hosted by Christ Church.
  - Recruits, trains, and conducts the volunteer choir, including planning and leading weeknight, Sunday, and special adult choir rehearsals according to scheduled participation in services.
  - Inspires congregational music appreciation and participation, providing occasional instruction in new or unfamiliar liturgical music.

- Arranges for substitute organist and soloists to cover four weeks of vacation and other approved absences.
- Communicates with couples to select music for weddings. Personally plays for or arranges a substitute organist, soloists and other instrumentalists as requested or appropriate.
- Arranges for, with the Rector's approval, concerts and recitals by outside musical groups.

II. To lead and administer the music program of Christ Church, the Director of Music:

- Assures that the organs, pianos, all instruments and equipment, the music room, and music files are all maintained in proper working order, and arranges outside repair or service as necessary and within the approved budget.
- Attends meetings of the lay-led Music Committee, and proposes programs for the enhancement of the music of the church.
- Administers the annual music budget and assists the chair of the Music Committee with preparation of the annual report to the congregation.
- Purchases music and other supplies within the approved budget.
- Maintains the administrative records of the music program.
- Utilizes church facilities and instruments for personal practice, private teaching lessons, etc., as appropriate, and controls the use of these resources by students and guests.
- Regularly attends the Sunday coffee hour and other parish fellowship events, aiming to build friendly and respectful relationships with all parish members.

**Education:** Bachelor's degree (or higher) in music with emphases in choral conducting and organ preferred but not required.

**Experience:** 2-5 years as an organist or choir director preferred but not required. Demonstrated experience managing interpersonal professional relationships and dealing with internal and community contacts absolutely required.

**Working Conditions:** Normal work environment with active physical and visual demands.

**Vacation:** Four weeks per year (including Sundays) scheduled with the approval of the Rector.

**Date Revised:** March 3, 2017