Assistant Director of Music
Job Description

PARISH MISSION:
"Guided by the Holy Spirit, we are a community centered in the Eucharist. We seek to live our faith, to grow in holiness, and to proclaim the love of Christ through service to all."

JOB PURPOSE:
This position is responsible for assisting the Director of Music by leading or accompanying rehearsals and Masses; planning music; developing curriculum; managing and training musicians; coordinating the Faith & Fellowship committee.

GOALS & OBJECTIVES:

- Promote the implementation of sacred chant and polyphony by example and leadership
- Improve the quality of choirs by reinforcing musicality and vocal technique
- Build the confidence of volunteer members
- Foster an atmosphere of collegiality among the section leaders, accompanists, and members of the music ministry
- Provide for the ongoing catechesis of volunteer members

REPORTS:
Direct Manager: Director of Music

Guidance & Inspiration: Disciples of the Hearts of Jesus and Mary

TYPE:
Non-Exempt, Hourly, Part Time: no benefits provided

Able to work flexible schedule as necessary (weekends, holidays)

DUTIES & RESPONSIBILITIES (to include but not limited to):

- Accompany/ead rehearsals for: School Choir, Children's Choir, Adult Choirs, Bell Choir, Orchestra
- Accompany/Conduct Masses, Adoration, Vespers, Concerts, Retreats, etc.
- Provide ongoing instruction for music staff, clergy, and parishioners
- Assist in planning music for liturgy and concerts
- Assist in lesson planning and curriculum development
- Coordinate with the Faith & Fellowship committee to provide for the ongoing catechesis of music ministers
- Other duties as assigned

TECHNICAL SKILLS & KNOWLEDGE PROFILE:

- Bachelor of Music (Masters preferred); or one to two years related experience and/or training; or equivalent combination of education and experience
- Extremely punctual and reliable
- Excellent sight-reading and improvisation ability
- Ability to prepare music outside of rehearsal times
- Ability to read modern and Gregorian notation
- Understanding of Catholic liturgy

PROFILE FOR SUCCESS:

Cooperation and teamwork: Works well with others
Judgment in job performance: Decision making ability
Reliability and quality of work: Achieves results
Mission of the Church: Connects the work of the parish office to the parishioner experience
Takes initiative: Develops continuously
Communication: Professional demeanor and interpersonal skills
Supervision and leadership: Leads courageously

As all Archdiocesan employees represent the Roman Catholic Church, they are expected to conduct themselves according to the teachings, goals and mission of the Church in performing their work. Every employee of St. Mary Catholic Parish is expected to model virtue and justice:

- Create a warm, welcoming, positive and cheerful workplace for both staff and parishioners
- Foster respect and dignity of all, do not gossip, do not slander or malign others
- Embrace a spirit of docility, obedience, and accept the leadership and vision of the Pastor
- Maintain confidentiality in all aspects of the job
- Demonstrate reliability, punctuality and personal integrity, personal issues do not interfere with managing work responsibilities
- Adhere to business professional dress code

Signatures and Approvals

Review and Approval:

Pastor: _____Date:_____

ACKNOWLEDGEMENT AND APPROVAL:

Name: _____ Date: _____

Manager: _____ Date: _____