

Job Description

Director of Music/Master of the Choirs

St. Andrew's Episcopal Church in Fort Thomas, KY, has an active, vibrant music ministry. Currently, the program encompasses two vocal choirs in the American Choral style (1 adult, 1 children—sometimes two, depending on age/number of children) and three handbell choirs (1 adult, 1 teen, and 1 children's).

The Director of Music will develop and lead the music ministry across the various performing groups and services in a manner consistent with our mission, values, and liturgical practices. The ideal candidate will work well with volunteers, nurture a love of music in children, seek to build camaraderie and fellowship within the choirs, and understand this ministry of music as a way to offer our gifts to God.

This is a salaried, part-time position (approximately 20 hours per week) responsible for music selection, rehearsals, and related administrative tasks. The leadership of the two groups, adult and children, may be divided into two separate positions for the right candidate. Salary is commensurate with experience and education.

Responsibilities

- Coordinate all music groups of the church including:
 - Selection of music appropriate for each group and each liturgical season.
 - Purchase new music.
 - Rehearse each group as necessary in preparation for upcoming worship services.
 - Adult choir meet weekly from September through May for 1 to 1.5 hours, currently on Wednesday evening.
 - The adult handbell choir rehearses weekly from eight weeks prior to Christmas and Easter for 30–45 minutes.
 - The children's choir meets weekly from September through April after school, currently on Wednesdays.
 - The children's handbell choirs meet weekly from September through April after school, currently on Wednesdays.
- Seek ways to expand and enhance music ministry (for example, teen choir).

- Coordinate special music for holiday services (soloists, duets, instrumentalists) and for summer months during the choir off-season.
- In the event the accompanist is to be absent from a service, coordinates an appropriate replacement in advance.
- In consultation with the Rector and the church calendar, select hymns for each week's worship service(s).
- Maintain music library and robes.
- Manage the regular tuning schedule for the organ and three pianos.
- Attend monthly staff meetings.
- Prepare an annual budget for choir expenses, such as music, robes, continuing education, etc.