

ST. ROSE OF LIMA CATHOLIC CHURCH

JOB DESCRIPTION DIRECTOR OF MUSIC

I. IDENTIFYING INFORMATION

Position Title: Director of Music

Status: Full time, Exempt, 12 months

Reports to: Pastor

II. PRIMARY FUNCTION OF THIS POSITION

The Director of Music serves the Riverview Catholic Family of Parishes as principal organist, cantor, and choir director at St. Rose of Lima Church according to the highest professional standards established by this profession.

III. POSITION CONTENT

A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

1. Provides service by playing and singing for regular parish liturgical celebrations, including weekend Masses (Saturday 7:00pm, Sunday 10:30am and 12:00pm), Holy Day Masses, weddings, and funerals
 - Trains, directs, and supervises the ten-voice professional choir, instrumental ensembles, and cantors.
 - Prepares assembly for liturgies through rehearsals prior to liturgies.
 - Trains, directs, and supervises choirs, instrumental ensembles, and cantor programs.
2. Provides liturgical updating and education of the parish.
 - Introduces new music from the tradition of the Church and encourages congregational participation where appropriate.
 - Actively participates in parish leadership committees including pastoral staff, parish family worship commission, liturgy preparation groups, etc.
 - Works closely with the Pastor and parish family Director of Worship when planning liturgies.
3. Maintains and develops personal and professional skills
 - Attends in-service training opportunities.
 - Continued dedication to personal practice and musical growth
 - Maintenance and development of the choral music library, ensuring that all new entries are catalogued.

4. Maintains and develops budget for liturgical music and process bi-weekly payroll for all staff musicians
 - Supervises and is accountable for licensing expenditures.
 - Oversees budget for musicians and musical programming.
 - Lead fundraising efforts for the music program.
5. Leads the St. Rose Music Society Steering Committee in programming and developing funds for the St. Rose Sacred Music Series
 - Serve as the primary producer, development officer, and marketing manager for the music series.
 - Cultivate new donors, steward existing donors, and solicit financial gifts, including major gifts.
 - Maintain ticketing platform and donor management software.
6. Assist in the maintenance parish website and live streaming schedule
7. Cooperates with the liturgical music projects of the Deanery and or Archdiocese when feasible

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. SKILLS, KNOWLEDGES AND/OR ABILITIES (SKAs)

- Must have a high degree of proficiency in playing the organ and in singing as attested to by formal credentials and a personal performance audition.
- Must have a working knowledge of instruments which may be used in liturgical music, including string instruments and brass.
- Must have exceptional skill as an effective choral conductor as demonstrated by formal credentials, audition, and rehearsal and performance video.
- Must maintain a knowledge and appreciation of the Church's liturgical tradition as well as current liturgical practice.
- Must have the ability and desire to lead and sustain a program of quality congregational singing.
- Must have a rich knowledge of quality repertoire available for a professional liturgical music program including sacred choral repertoire from the 14th through 21st centuries, organ repertoire, and liturgical and congregational music repertoire.
- Must have excellent pastoral and relationship skills to cultivate and nurture community within music ministry and among the parish.
- Should have a strong knowledge of computer skills, including Microsoft Office, website management, live streaming software, and various music engraving software, such as Finale or Sibelius as needed.
- Should have a working knowledge of sound equipment, including microphones and sound boards.

B. EDUCATION, TRAINING AND/OR EXPERIENCE

1. The qualifying degrees or credentials for professional status for Director of Music are:
 - Master's Level (Preferred): Master of Music degree in choral conducting or organ performance.
 - Bachelor's Level (Required): Bachelor of Music degree in music education or organ performance.
2. This position requires 5-7 years of experience in leading a vibrant parish liturgical music program and knowledge of the Catholic liturgical music tradition and practice

V. RESPONSIBILITY FOR QUANTIFIABLE MEASURES

Preparation and administration of annual liturgical music budget, including purchase of music, payment of additional musical personnel, copyright fees and permissions, and programs.

VI. WORKING ENVIRONMENT

Regular weekend and evening work hours required. Along with the regular parish liturgical schedule, musicians also will be required to provide music for services during Holy Week, Easter, Christmas, sacramental celebrations, weddings, and funerals. Weddings and funerals receive separate compensation. Position includes health and retirement benefits as well as paid vacation according to the guidelines set by the Archdiocese of Cincinnati.

Employees of St. Rose Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of St. Rose Church. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing, including the use of social media or other digital technologies.